

WORKSHOP/LECTURE CONTRACT

Rosemary Eichorn
166 Timberview Street, Soquel CA, 95073
831-462-4981 rosemary@sewjourn.com
www.sewjourn.com

This contract is entered into between Rosemary Eichorn and _____

In consideration of the mutual agreements, terms and conditions, the parties agree as follows:

1. Rosemary Eichorn will deliver the following program:
Lecture: _____
Fee: _____
Date: _____ Time: _____
Location: _____
Approximate length: 1 hour plus fashion show (or other _____)
2. Rosemary Eichorn will present the following workshop(s)
Title: _____
Title: _____
Fee: There will be a minimum of _____ to a maximum of 20 attendants in workshop. \$20 per person charge for each over 20 – max. 25 (\$100)
3. _____ will be responsible for transportation costs, including round-trip airfare and parking, plus meals in transit, or mileage at _____ per mile
4. Housing and meals will be provided by _____
Address: _____
Phone:(H) _____ (W) _____ Email _____

If housing is provided in a private home, this home must be known by 2 or more members of the guild's board. No smoking home with private bath and one non-territorial pet is acceptable. Otherwise public housing will be provided by _____

If necessary to send class supplies, handouts, etc. because of airline baggage restrictions, postage and insurance will be covered by the guild (not to exceed \$100) _____ or guild will be responsible for overweight charges (not to exceed \$100. _____
If slides are to be presented, the carousel projector will be provided by (teacher or guild) _____
The screen, extra projector bulb, extension cords will be provided by guild. _____

Other provisions: ___ Table ___ sturdy garment rack ___25 hangers, 4 models (see enclosed) _____

The guild will notify Rosemary if and when a class sample is needed. _____
Rosemary Eichorn will provide a Supply List _____

Sales: Books, patterns and miscellaneous supplies may be available for sale and for the convenience of students in some classes. The teacher will not promote these items in classes nor will she spend class time selling them. The guild/conference will not expect to collect commission on sales unless prior arrangement is made. The price charged will reflect any commission. A guild member will be available to assist in sales at a table set up to accommodate this activity. Rosemary will be available to autograph books. _____

The teacher agrees to give _____ weeks notice of cancellation. Emergency exception _____

_____ agrees to give _____ weeks notice of cancellation.
(Name of group)

Please sign both copies, keeping one for yourself and returning one.

Guest Teacher Signature
Date: _____
Phone: _____
Email: _____

Contractor representative
Date: _____
Phone: _____
Email: _____
Address: _____
