

# SPEAKING ENGAGEMENT AGREEMENT

Location: \_\_\_\_\_ Date: \_\_\_\_\_

## **PARTIES:**

Speaker Full Name: \_\_\_\_\_

Speaker Address: \_\_\_\_\_

Client/Organizer Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

## **ENGAGEMENT DETAILS:**

Event Name/Description: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date & Time: \_\_\_\_\_

Duration of Speaking Engagement: \_\_\_\_\_

## **COMPENSATION:**

Fee Amount: \_\_\_\_\_ USD

Payment Terms and Schedule: \_\_\_\_\_

## **SPEAKER'S OBLIGATIONS:**

Speaker agrees to prepare and deliver a presentation consistent with the agreed topic, to arrive punctually at the event location, and to comply with all reasonable instructions and requirements of the Client related to the event and engagement.

## **CLIENT'S OBLIGATIONS:**

Client agrees to provide a suitable venue and audience for the speaking engagement, to promote the event adequately, to ensure the availability of necessary equipment (such as microphone, projector, etc.), and to pay the Speaker according to the terms herein.

## **CANCELLATION POLICY:**

Either party may cancel this Agreement by providing written notice. If Client cancels less than 14 days before the event, Client shall pay a cancellation fee equal to 50% of the fee amount. If Speaker cancels, Speaker shall refund any fees paid and make reasonable efforts to assist Client in securing a replacement.

## **INTELLECTUAL PROPERTY:**

Speaker retains all copyrights and intellectual property rights in the presentation content. Client may not record, reproduce, or distribute the presentation without prior written consent from Speaker.

## **INDEMNIFICATION:**

Each party agrees to indemnify and hold harmless the other from any claims, damages, or liabilities arising from their own negligence or willful misconduct in connection with this Agreement.

**LIMITATION OF LIABILITY:**

Neither party shall be liable for any indirect, incidental, special, or consequential damages arising out of this Agreement, even if advised of the possibility of such damages.

**CONFIDENTIALITY:**

Both parties agree to keep confidential any proprietary or sensitive information disclosed during the course of this Agreement and not to disclose such information to any third party without prior written consent.

**GOVERNING LAW AND DISPUTE RESOLUTION:**

This Agreement shall be governed by the laws of the State of \_\_\_\_\_ without regard to conflict of law principles. Any disputes arising from this Agreement shall be resolved by binding arbitration in \_\_\_\_\_ County, \_\_\_\_\_ in accordance with the rules of the American Arbitration Association. Each party knowingly and voluntarily waives the right to a trial by jury.

**MISCELLANEOUS:**

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, whether written or oral. Any amendments or modifications must be in writing and signed by both parties. If any provision is found invalid or unenforceable, the remainder shall remain in full force and effect.

**SIGNATURES:**

**SPEAKER'S SIGNATURE**

**CLIENT'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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