

Mary Gorfine
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This contract confirms the agreement between teacher, Mary Gorfine, and the Host

Guild/Store/Group Name _____

Program Chair _____

Address _____

City, State, Zip _____

Home Phone Number _____

Cell Phone Number _____

E-mail Address _____

Event Venue _____

Date & Time of Lecture #1 _____

Title of Lecture _____

Date & Time of Lecture #2 _____

Title of Lecture _____

Date of Workshop #1 _____

Title of Workshop _____

Length of Workshop (hours) _____

Start/End Times of Workshop _____

Date of Workshop #2 _____

Title of Workshop _____

Length of Workshop (hours) _____

Start/End Times of Workshop _____

Lecture and Workshop fees:

1 hour lecture, virtual or in person - \$350

½ day (3 hour) workshop without lecture, virtual or in person - \$400

½ day (3 hour) workshop with lecture, virtual or in person - \$350

6 hour workshop, virtual or in person – \$600. In person \$600 for 20 students. If room permits, up to 5 additional students may be added at a rate of \$20 per student

Equipment for Lectures/Workshops: The following equipment should be made available in the lecture/workshop area. This is a general list—additional needs may be requested for some classes

- Two tables and a stool or chair for Teacher’s work, machine and demonstrations
- White erase board with markers and eraser, or easel with pad of paper and markers
- A design wall or bulletin board to display workshop demos and students’ work in progress
- Tables for students to set up sewing machines with adequate lighting, electrical outlets, room for cutting mats and ironing surfaces
- Bottled Water or access to filtered water for Teacher & students throughout the workshop.

The maximum class size is 20 students per workshop. Up to 5 additional students may be added, with teacher approval, at a rate of \$20 per student.

Expenses: In addition to the lecture/workshop fees set forth above, the Host agrees to reimburse the Teacher for all travel and lodging expenses:

- a. Travel Expenses to/from Host City - If the Teacher travels by air to/from the Host, the Host agrees to reimburse the Teacher the cost of (1) round trip economy airfare from either Palm Springs, CA (PSP) or Ontario, CA (ONT) airports, including reimbursement of round-trip ground transportation to/from the airports (taxi/shuttle or reimbursed round trip IRS mileage rate) plus baggage fees, if any.

If Teacher travels by car to/from the Host, the Host agrees to reimburse the Teacher round trip mileage from Palm Desert, CA at the IRS government rate of .565 cents per mile.

- b. Lodging: The Host agrees to reimburse the Teacher for, or provide with the prior approval of the Teacher, a non-smoking hotel with on-site food or restaurants within a short walking distance, with a private bath and Internet access. Home hosting is acceptable in a non-smoking environment. Lodging may include the night before the first event through the night of the last event.

- c. Food: The Host agrees to reimburse the Teacher for meals in a sum not to exceed \$50 per day for the duration of the Teacher's commitment, unless the Host provides the meals. The Host is not responsible for entertaining the teacher after her classes or workshops.
- d. Other Expenses: The Host agrees to reimburse the Teacher for any shipping fees related to supplies used for class or for a sample of the class project, if those items are agreed to be shipped.

All travel and lodging arrangements will be made personally by the Teacher - due diligence will be made by the Teacher to book reasonable rates. The Host may make travel/lodging arrangements, but only with the Teacher's input and agreement. The final decision on all travel/lodging will be made solely by the Teacher. (Please note that airline tickets will usually be booked 4-6 weeks prior to the event).

Payment for all workshop fees and travel expenses as set forth above shall be paid immediately to the Teacher upon the completion of the final workshop/lecture.

Cancellation: The scheduling of classes, lectures, and workshops by the Host necessarily requires the Teacher to expend certain sums for her reasonable and necessary expenses, such as airfare prior to the event dates.

a. In the event that the Host cancels the Event more than (4) weeks prior to the program date, the Host will not be responsible for any compensation to the Teacher other than her reasonable and necessary out of pocket expenses such as airfare or shipping.
(Airline tickets will usually be booked 4-6 weeks prior to the event).

b. In the event that the Host cancels less than (4) weeks prior to the program date, the Host shall pay to the Teacher, in addition to her out of pocket expenses (such as airfare, hotel or shipping), 50% of the Workshop/Lecture Fees due her under this contract.

c. Should the Teacher suffer serious illness, accident or a family emergency that prevents her from performing her duties, this contract shall be cancelled and considered null and void, and the Host shall not be responsible for any compensation of any form to the Teacher.

A signed copy of this contract must be returned before a firm commitment can be made. A fully executed copy of the contract will be returned to you.

I understand that I am being hired as an independent contractor and am solely responsible for payment of taxes from my earnings.

Signature & Date, Host Representative

Signature & Date, Mary Gorfine