

## Teaching Contract with Larkin Jean Van Horn

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Under this agreement, Larkin Jean Van Horn agrees to teach, speak, or otherwise deliver programs named below and the Contracting Organization named agrees to pay fees and expenses enumerated on both pages of this contract.

### Contracting Organization:

Organization Name	Contact Person
Address	Address
City, State/Province, Postal Code	City, State/Province, Postal Code
Telephone	Telephone
E-mail	E-mail

### Classes, Seminars, Lectures, or Workshops Contracted:

1) _____			
Program Title	Date	Location	Fee
2) _____			
Program Title	Date	Location	Fee
3) _____			
Program Title	Date	Location	Fee
4) _____			
Program Title	Date	Location	Fee
5) _____			
Program Title	Date	Location	Fee

**Total Program Fees:** \_\_\_\_\_ (US Dollars)

### Other Fees:

**Travel & Mileage** - The IRS standard mileage rate from my home in Freeland, Washington to the teaching site and back, or roundtrip airfare from Seattle, Washington plus ground transportation to and from SeaTac Airport, plus parking fees and ferry fares when applicable. Unless otherwise agreed, I shall book my own flights with the carrier of my choice, choosing the most suitable and economical flight available between receiving the teaching deposit and the time of the engagement.

**Deposit** - A non refundable deposit of 30% of my teaching fee and estimated travel must accompany the signed contract to reserve dates. The deposit will be forfeited to me if program(s) are canceled by the contracting organization, refunded if I am unable to provide the program(s). Rescheduling will involve either forfeiture of deposit or possible additional costs at my discretion. The deposit for this contract is agreed to be: \$ .

**Room and Board** - I require a private room, preferably in a hotel or motel. If a member of your organization has suitable accommodations in a home, I am open to discussing that alternative. I strongly prefer to stay in a single location convenient to all program locations. Please discuss housing arrangements with me prior to my arrival. An additional day of housing may be required if flights are not available at reasonably convenient times. If meals are part of the event I am willing to eat with the sponsor if my dietary requirements can be met, otherwise a per-diem is the most convenient approach.

**Teaching Materials** - Reimbursement and shipping of my teaching materials and quilts via insured and trackable carrier may be required depending on bulk and weight of materials to be supplied.

**Classroom** - A safe, secure environment including a locked room with limited access for my quilts or garments while they are in your custody. The contracting organization assumes full liability for any loss or damage while my quilts are on location.

**Per Day Commitment** - Unless there is a prior agreement, the maximum teaching time per day is six hours. Appearances at ancillary events, over the six hour per day limit, are at my option.

**Class Size** - Unless there is a prior agreement, class size is limited to a maximum of 20 students. An additional fee will apply for enrollment beyond 20.

**Payment Due** - Full payment for services rendered is due no later than immediately prior to my last class with your group.

**Cancellation Policy** - I have accepted your invitation to teach for the organization or company you represent. If you must cancel the programs covered by this contract, the deposit will be forfeited to me. If any part of the programs contracted are canceled by you, I reserve the right to cancel the entire contract, unless it is agreed in advance that some part is optional and that is clearly marked in the program descriptions on the first page. The contracting organization will be responsible for reimbursement of all travel expenses and room and board in all cases, unless I must cancel due to illness or family emergency, in which case I will refund the class deposit and any part of the travel expenses that can be recovered.

I agree to the terms and conditions of this teaching contract and certify that I am authorized to represent the organization.

\_\_\_\_\_  
Printed Name

Larkin Jean Van Horn

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Read this contract carefully and sign both copies.  
Return one with your deposit within thirty days of receipt.**