



AGREEMENT FOR SERVICE

This is an agreement between _____ (“Presenter”), and Oregon Writers Colony (OWC), P.O. Box 15200, Portland, OR 97293-5200.

1. **PROFESSIONAL SERVICES:** Presenter agrees to perform the following services for Oregon Writers Colony:

[Insert information: e.g. Conduct a workshop which starts on Date at Time and ends on Date at Time, for up to 18 writers at an agreed upon location in the Portland, Oregon metropolitan area or other place. The subject of the workshop will be story re-writing and revision.]

2. **COMPENSATION:**

[Insert information e.g.: The OWC shall compensate the presenter \$400 for the performing the above services plus \$100 for travel expenses.]

The presenter agrees to this rate of compensation and acknowledges that any additional compensation or expense reimbursement shall be approved by OWC in advance.

3. **ATTENDEES/FACILITIES/EQUIPMENT:**

The OWC will promote the event and will provide adequate, comfortable facilities for the workshop and all reasonable and customary services associated with such an event.

Presenter will notify OWC at the earliest possible date, but at least 15 days in prior to the event, of any special equipment or facilities requirements and shall work with the OWC to reach an agreement on any additional costs.

4. **SCHEDULING CONFLICTS:**

The Presenter agrees not to do any workshops that would compete for participants with this workshop. Generally, this would mean a workshop covering similar subject matter happening within 50 miles of the workshop location within 30 days of the workshop.

5. **CANCELLATION:**

The OWC and Presenter agree to make every reasonable effort to produce a successful event, however should unforeseen circumstances arise; either party may terminate this agreement without penalty with a minimum of 15 days notice.

Cancellation on shorter notice, due to illness, acts of God or circumstances beyond the control of either party may be negotiated between the parties.

6. *THE PRESENTER IS AN INDEPENDENT CONTRACTOR:*

Nothing contained herein shall create an employment relationship between the parties.

DATED this _____ day of _____, 20_____.

The Presenter:

_____ Date: _____

Presenter's social security number or Tax I.D. _____

Presenter's Mailing Address (for 1099):

Street or P.O. Box: _____

City: _____ ST: _____ Zip: _____

Phone: _____ E-mail: _____

For Oregon Writers Colony:

_____ Date: _____

Title: _____