

**ENGAGEMENT AGREEMENT**

This agreement is between Justin Fatica Companies (hereinafter "JFC")

at

P.O. Box 15191  
Syracuse, NY 13215

and

\_\_\_\_\_ (hereinafter "Client")

at

\_\_\_\_\_

\_\_\_\_\_  
(Address of Client)

Whereas Client desires speaking engagement services from JFC, HANM agrees to provide these services under the following terms and conditions:

**I. Presentation(s)**

JFC agrees to deliver \_\_\_\_\_ (number) presentation(s) for Client as follows:

Date(s) of Event: \_\_\_\_\_

Designated Speaker(s): \_\_\_\_\_

Engagement Site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approximate No. of Participants: \_\_\_\_\_

Length of Engagement(s): \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Program Title or Theme: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## **II. Engagement Date(s) Confirmation**

Client is required to return this letter of agreement within fourteen (14) days in order to secure the requested date. If JFC does not receive this signed agreement within that time period, Client's requested date(s) will be considered open.

## **III. Stipend**

In exchange for the services provided, Client agrees to pay JFC \$\_\_\_\_\_, with a deposit of \$\_\_\_\_\_ due with this agreement and the balance of \$\_\_\_\_\_ due on the date of the event. Other members of the JFC team may accompany the designated speaker(s) to the engagement at no additional cost. **Checks should be made payable to "Justin Fatica Companies".**

## **IV. Transportation to Engagement**

A. *Ground Travel*: If Client's event is less than two hundred (200) miles from the residence of the designated speaker(s) from JFC, said designated speaker(s) will drive to the engagement site. Client agrees to pay JFC \$250.00 for fuel costs, tolls, meals and other incidentals within seven (7) days of receiving an invoice.

B. *Air Travel*: If Client's event is more than two hundred (200) miles from the residence of the designated speaker(s) from JFC, said designated speaker(s) will travel by airplane to the engagement site. Client agrees to reimburse JFC for air travel expenses and meals within seven (7) days of receiving an invoice.

C. *Airport Transportation*: Client agrees to reimburse JFC for the cost of a shuttle or taxi to and from local airport to hotel or engagement site within seven (7) days of receiving an invoice. If Client is providing personal pick up, please provide:

Contact Person(s) Name: \_\_\_\_\_

Contact Person(s) Cell Phone No.: \_\_\_\_\_

## **V. Accommodations**

Designated speaker(s) prefers accommodations in the rectory of the local parish or campus housing, if available. If such accommodations are unavailable, Client agrees to reimburse JFC for hotel accommodations within seven (7) days of receiving an invoice.

## **VI. Supplies**

Client's representative should contact JFC about any supplies needed for the event. JFC will provide a list of equipment, materials or services needed for the event after the deposit referenced above is received.

## **VII. Other Expenses**

In addition to the stipend, Client agrees to reimburse JFC for materials and related shipping costs, if any, within seven (7) days of receiving an invoice.

## **VIII. Cancellation**

If Client cancels this agreement more than ninety (90) days in advance of the scheduled event, JFC will refund 100% of the deposit to Client within seven (7) days of receipt of Client's notice of cancellation.

If Client cancels this agreement between thirty-one (31) and ninety (90) days in advance of the scheduled event, Client will forfeit 100% of the deposit.

If Client cancels this agreement thirty (30) days or less in advance of the scheduled event, Client will forfeit 100% of the deposit and agrees to pay JFC the balance of the stipend as a cancellation fee within seven (7) days of cancellation.

All cancellations must be made via email to Anton Kowalski at [akowalski@hanm.org](mailto:akowalski@hanm.org) and via telephone at (201) 822-4871.

JFC enters into this agreement in good faith, and honors its commitments to speak on the requested topics on the scheduled date(s) and at the agreed time(s). JFC shall not be responsible for any failure or delay in performing any obligation under this agreement due to causes beyond its control, including fire, storm, snowstorm, flood, earthquake, other acts of God or private or public disturbances. If JFC is unable to fulfill its obligations under this agreement for any other reason, JFC will refund 100% of the deposit to Client.

**IX. Execution**

Upon JFC’s receipt of the deposit and the agreement signed by Client, a representative from JFC will sign this agreement and send an executed copy to Client for Client’s records.

This Engagement Agreement shall become effective as of the date it is signed by a representative from JFC.

**X. Applicable Law**

This agreement shall be interpreted according to the laws of the State of New York.

\* \* \*

We at JFC are grateful for the invitation to serve the Body of Christ for your event. It is our expressed desire to meet your needs to the best of our ability as well as advise you of our expectations to ensure that your event is a success.

If you have any questions about anything included within this Engagement Agreement, please contact Anton Kowalski from JFC at [akowalski@hanm.org](mailto:akowalski@hanm.org) or (201) 822-4871.

**Accepted and Agreed for Client by:**

_____	_____
Signature	Date
_____	_____
Printed Name	Title

**Accepted and Agreed for JFC by:**

_____	_____
Signature	Date
_____	_____
Printed Name	Title