

Speaker Request and Pricing Policy

The Napa County Historical Society (NCHS) offers one-hour speaker presentations for organizations, schools, and community groups. The standard fee for an hour-long presentation is **\$250**.

As a nonprofit organization committed to public education, NCHS may **waive the speaker fee for nonprofit organizations upon request**. Fee waiver requests must be submitted at the time this form is completed and are reviewed on a case-by-case basis.

All speaker requests must be submitted and confirmed at least **three (3) weeks in advance** of the requested presentation date. Requests are subject to speaker availability.

A Speaker Agreement and any required documentation including payment must be completed and signed to confirm the booking.

Cancellation Policy

All speaker fees are **non-refundable**. Refunds will only be issued if NCHS cancels the presentation **and** an alternate date cannot be mutually agreed upon. If NCHS cancels and a new date is scheduled, the payment will be applied to the rescheduled event. In the event that the requesting organization cancels and a rescheduled date cannot be mutually agreed upon, NCHS has the right to retain the speaker fee.

Speaker Presentation Agreement

This agreement confirms the terms for a speaker presentation provided by the Napa County Historical Society (NCHS).

Organization Name: _____

Primary Contact: _____

Email: _____ **Phone:** _____

Presentation Date and Time: _____

Requested Topic: _____

Location / Platform: _____

Fee

- \$250** for a one-hour presentation
- Nonprofit fee waiver requested (subject to approval)

Terms

- Requests must be submitted and confirmed at least **three (3) weeks in advance** and are subject to availability.
- Booking is not confirmed until this agreement and any required documentation are completed and signed.
- **Cancellation:** All fees are **non-refundable**. Refunds will only be issued if NCHS cancels the presentation **and** an alternate date cannot be mutually agreed upon. If rescheduled, payment will be applied to the new date.

Authorization

By signing below, I confirm I am authorized to enter into this agreement on behalf of my organization and agree to the terms above.

Signature: _____ **Date:** _____

Printed Name & Title: _____