**WORKSHOP/SEMINAR CONTRACT**

**for [Name/Organization/DBA]**

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| **Course Title:** |  |
| **Class Format:** |  |
| **Sessions/Contact Hours:** |  |
| **Dates/Times:** |  |
| **Location/Host:** |  |

This document represents a legally binding contract between the seminar speaker/giver ( **[Name/Organization/DBA] )** and the seminar host listed above. Both the seminar speaker and the seminar host agree to the following conditions:

1. **[Name/Organization/DBA]**  will provide group instruction on the topic of **[Seminar/Workshop topic]**  on the dates listed above for the number of contact hours listed.

2. For this service, the seminar host agrees to pay the seminar giver a fee of **[Total Cost] .**

A non-refundable deposit in the amount of **[50% of fee]**  is due by **[30 days before event]**  in order to hold the seminar dates.

\*The remaining portion of the fee is due and payable prior to the end of the seminar presentation.

3. In addition, the seminar host agrees to provide customary and reasonable expenses for travel, food and lodging for **[Name/Organization/DBA]** immediately prior to, during, and following the seminar.

**[Name/Organization/DBA]**  will make his own travel & lodging arrangements in advance.

Expenses for airfare, car rental, and hotel must be paid at the time of reservation.

***\*\* Specific travel requirements will be determined & discussed prior to the signing of the contract.***

4. The seminar host also agrees to pay the cost of printing any handouts for attendees with the exception of any materials received after the 2 week deadline. The speaker will provide the host with any materials to be printed in an electronic format no later than 2 weeks preceding the seminar.

5. The seminar host agrees to provide an open space either indoors or outdoors to conduct movement seminar, and if needed provide chairs, a table, and Audio/Visual equipment for use if requested by **[Name/Organization/DBA]**. If travelling any necessary agility equipment will also be provided by the host. Possible equipment may be wooden 2x4’s, Sand bags, Balls, PVC pipes, buckets.

***\*\* Specific equipment requirements will be determined & discussed prior to the signing of the contract.***

6. **[Name/Organization/DBA]**  will provide the seminar host with information and assistance for advertising purposes. The seminar host may advertise through the use of flyers, website, internet lists/posts, and other publications. The use of materials copyrighted by Richard Borgatti is granted for this purpose only.

***\*\* Advertising copy will be discussed and approved prior to publication***

7. The speaker has the right to distribute information regarding future workshops, events, or publications during the seminar/workshop.

8. Should either party have a valid reason for canceling the seminar, a second mutually acceptable date will be sought. If no such date can be found, the party canceling shall reimburse the other party for out-of-pocket expenses incurred.

Signed:

Seminar giver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seminar host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_