

Workshop Services Agreement

Complete this agreement after the workshop details and fees have been confirmed with an imWorkshops representative. The completed and signed agreement records the service, schedule, responsibilities, payment terms, and cancellation terms accepted by both parties.

● Workshop Details

COURSE OR WORKSHOP TITLE**FORMAT****TOPICS TO BE COVERED****SESSIONS OR CONTACT HOURS****DATES AND TIMES****CONTRACTING COMPANY OR ORGANIZATION****LOCATION****ORGANIZATION CONTACT NAME****PHONE AND EMAIL**

● Agreement

This Workshop Services Agreement is a legally binding contract between imWorkshops, represented by the instructor named below, and the contracting company or organization named above. Both parties agree to the following conditions.

IMWORKSHOPS INSTRUCTOR**ORGANIZATION REPRESENTATIVE**

1. Services

imWorkshops will provide the service described in this agreement on the stated topic, dates, times, and number of contact hours.

SERVICE TO BE PROVIDED**TOPIC**

Workshop Services Agreement

● Terms and Responsibilities

2. Fees and Payment

The contracting host agrees to pay the fee listed below. A non-refundable deposit, in the percentage determined by the imWorkshops representative, is due 10 business days before the event to hold the seminar dates. The remaining balance is due and payable before the end of the seminar or presentation.

TOTAL FEE**DEPOSIT PERCENTAGE**

3. Host Space and Equipment

The seminar host will provide adequate indoor or outdoor space to conduct movement activities. When requested by the imWorkshops representative, the host will also provide chairs, a table, and audio/visual equipment. Specific equipment requirements will be determined and discussed before this agreement is signed.

4. Distribution of Information

The speaker may distribute information during the seminar or workshop about future workshops, events, or publications.

5. Cancellation and Rescheduling

If either party has a valid reason for canceling the seminar, the parties will seek a second mutually acceptable date. If no mutually acceptable date can be found, the canceling party will reimburse the other party for out-of-pocket expenses incurred.

● Acceptance and Signatures

By signing below, each representative confirms that they have read this agreement and accept its terms on behalf of the party they represent.

IMWORKSHOPS REPRESENTATIVE PRINT AND SIGN**DATE****COMPANY REPRESENTATIVE PRINT AND SIGN****DATE**

RETAIN A COMPLETED COPY FOR EACH PARTY

This agreement may be completed electronically or printed and signed. Confirm all event details and equipment requirements with imWorkshops before signing.