

Workshop Host Letter of Agreement



The Parties

This Letter of Agreement is *between* the **Workshop Host**

Organization _____ Contact _____

Street _____ City _____

Province _____ Postal Code _____ Tel () _____ Fax () _____

and WildBC _____ Email _____

The Agreement

The Workshop Host agrees to the following:

1. Workshop Title _____ 2. Workshop Location _____
3. Workshop Date _____ 4. Workshop Time _____
4. Cancellation Date (No later than one week prior to workshop date) _____
5. Workshop Rates are outlined on page 2 and subject to change. Please confirm rates at the time of booking.
6. Provide the minimum of three weeks notice from the booking date to workshop date. Workshop requests less than three weeks notice are subject to the Workshop Host paying for shipping of materials.
7. Be responsible for the recruitment of participants to the workshop with less than six weeks notice from workshop date. WildBC will assist with workshop recruitment when workshop booking is requested with six weeks or more notice from workshop date.
8. Workshop resource materials, including activity guides, will be distributed by the workshop facilitator only to participants present at workshop. The cost of additional copies is outlined in the Workshop Rates table on page 2.

WildBC agrees to the following:

1. The cost of delivery of workshop materials provided notice of workshop is given three weeks in advance of the workshop date;
2. Providing a workshop facilitator;
3. Assisting the Workshop Host with workshop participant recruitment and workshop advertising so long as there is six weeks notification prior to workshop date.

Workshop Host Signature _____ Date _____

WildBC Signature _____ Date _____

Payment for Workshop Fees (due upon completion of workshop)

All workshop invoices will be provided to the Workshop Host by the WildBC Facilitator unless other arrangements are made. Payment can be made by the following options.

- Cheque or money order enclosed (Payable to the Habitat Conservation Trust Foundation)

Purchase Order Number _____ Invoice _____

- Visa MasterCard

WildBC, 107 – 19 Dallas Road, Victoria, BC V8V 5A6

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