



On-Site Training Workshop Agreement

Today's Date: \_\_\_\_\_  
Workshop Date: \_\_\_\_\_

This agreement has been made between:

\_\_\_\_\_ (presenter) and \_\_\_\_\_ (venue)

In order for the workshop to be successful, the presenter and venue must agree upon the following:

1. The Presenter is to present the workshop, \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_. This workshop will be a 2 hour workshop.
2. The above workshop will be held at \_\_\_\_\_ (site name/address) for \_\_\_\_\_. (# of expected attendees)
3. The Venue will provide the presenter a fee of \$10 per person upon the conclusion of the workshop
4. Cancellation of workshop: The above event(s) may be cancelled by Venue or Presenter upon reasonable notice, one week prior to the workshop, to the other party, and all parties shall be released of liability to present or hold the agreed upon workshop. All parties shall be exempt of presenting or holding the agreed upon workshop, in such events due to, but not limited to, illness or accident, regulations of public authorities, interruptions of transportation or weather due to closing of school. The Venue and Presenter agree to make every reasonable attempt to reschedule the event or event(s) for a mutually agreeable date. In the event of an emergency on the day of the event, please contact Jessica Gregory at [jgregory@ccmj.org](mailto:jgregory@ccmj.org) or 732-918-9901 ext. 125.
5. Presenter may require the use of a projector, screen or reasonable substitute, DVD player. The Presenter will contact the Venue 2 weeks prior to the scheduled workshop to determine the logistics for bringing/or using equipment. The Presenter will not be held liable for any damage to the equipment provided by the Venue.
6. Venue agrees to prevent broadcast, recording or reproduction by any means of workshop presentation.
7. This agreement represents full understanding of both parties.

Presenter \_\_\_\_\_

Date \_\_\_\_\_

Venue's Representative \_\_\_\_\_

Date \_\_\_\_\_