



On-Site Professional Development Agreement

This agreement has been made between: _____ (presenter)
and _____ (venue/child care provider).

Workshop Title: _____

Workshop Date: _____ Workshop Start Time: _____ End Time: _____

Workshop Location: _____

1. The venue will return this signed agreement at least two (2) weeks prior to the scheduled event.
2. Fees for a Child Care Resources' instructor are as follows:
 - a. \$10 per person, not to exceed \$250, or forty (40) participants
 - b. Fees for requests exceeding the capacity of 40 participants will be determined on an individual basis
 - c. These fees are applied per two-hour workshop
3. Should a training topic require a content specialist consultant, a fee will be determined between Child Care Resources and the consultant. The center/venue is given the opportunity to accept or decline the established fee.
4. The venue will provide a check payable to 'Child Care Resources' upon completion of the workshop.
5. Workshops assisting enrolled Grow NJ Kids (GNJK) Centers to achieve Quality Rating will be free of charge. Workshops assisting centers to meet CCDBG training requirements will be free of charge.
6. The presenter may require the use of laptop/projector/screen/DVD player or reasonable substitute. The presenter will contact the venue one (1) week prior to the scheduled workshop to determine the logistics for equipment. The presenter will not be held liable for any damage to the equipment provided by the venue.
7. The venue agrees to prevent broadcast, recording or reproduction by any means of the workshop presentation.
8. Cancellation of workshop: The above event may be cancelled by venue or presenter upon reasonable notice of one (1) week to the other party, and all parties shall be released of liability. All parties shall be exempt of presenting or hosting the agreed upon workshop in the event of an emergency due to, but not limited to illness or accident, regulations of public authorities, interruption of transportation or weather due to closing of school/agency. In the event of an emergency on the day of the event, please contact Jessica Cowan at jcowan@ccrnj.org or 732-918-9901 ext. 124. The venue and presenter are responsible for rescheduling the event and will make every reasonable attempt to reschedule the event for a mutually agreed upon date.
9. This agreement represents full understanding of both parties.

Presenter Name: _____

Presenter Email/Phone: _____

Presenter Signature: _____ Date: _____

Venue Name: _____

Venue Primary Contact Name/Email/Phone:

Primary Contact Signature: _____ Date: _____