



# WORKSHOP REQUEST AGREEMENT

Client Organization/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address(s): \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_

Workshop Subject: \_\_\_\_\_

Approximate Attendance Expected: \_\_\_\_\_

1. The Client and Body Coach have agreed to enter into an agreement in which Body Coach will prepare and deliver a \_\_\_\_\_ hour workshop according to the specifications herein. The workshop will be held on the date and at the time specified. If it is necessary to reschedule the workshop, I will do my best to accommodate your request. If I am unable to find an alternative time period, and your request is placed less than 48 hours prior to the workshop time, you will be charged for the workshop at the fee indicated herein. A request to reschedule or cancel the workshop must be made by email to [Bodycoach@sympatico.ca](mailto:Bodycoach@sympatico.ca) or by phone to 613-523-5665.
2. The Client will pay Body Coach by cheque or cash according to the fee structure and payment option selected below. The Client acknowledges and agrees that no credit or refund shall be due for a workshop cancelled by the Client less than 48 hours prior to the specified date and time.

Workshop delivery: \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Workshop design: \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

- Payment at the time of the workshop
- Invoiced to: \_\_\_\_\_
- \_\_\_\_\_

3. The Client does hereby release Body Coach from all liability, and does hereby waive as against Body Coach claim causes of action of any kind whatsoever in respect of all personal injuries or property losses which participants at the workshop may suffer arising out of or connected with their participation in the Workshop, notwithstanding that such injuries or losses may have been caused solely or partly by the negligence of Body Coach.

## SIGNATURES:

Client: \_\_\_\_\_ Date: \_\_\_\_\_

Body Coach: \_\_\_\_\_ Date: \_\_\_\_\_