



Training Confirmation Agreement

Prepared for
**William S. Hart Union High School
District**

December 6, 2017



- Registration table for check-in needs
- 2 display tables inside the meeting room(s)
- Post-it style flipchart pad with easel and selection of colored markers
- Wireless lavalier microphone
- Video projector, laptop, connections cables, remote, large screen and speaker system for both days
- Refreshments and light beverages need to be set up by the booking organization for the entire day for all participants (NO alcohol). Meals can be coordinated by William S. Hart Union High School District* with facility or caterer of choice or left up to individuals on their own.

SECTION 3: YOUR INVESTMENT

Contract Fee: Minimum of \$21,500.00 \$24,500.00

Travel Fee: \$1,500.00*

Other charges (if applicable): A \$400.00 fee will be charged per person over 50 participants (not to exceed 60). A \$21,500.00 fee will be charged if group size exceeds 60 people as another trainer will be needed and is subject to availability.

**Travel packages will be billed at rate of \$1,000.00 for one-day events, \$1,500.00 for two-day events and \$1,800.00 for three-day events (per trainer). Travel rates are subject to change. Travel expenses that The Flippen Group has incurred and that have to be cancelled as a result of rescheduling or cancelling of a service without two weeks notice, may result in an extra charge to your organization.*

SECTION 4: PAYMENT POLICIES

- Purchase order is required 45 days prior to each scheduled event.
- The fee for each service, including travel (if applicable), will be billed when services are rendered.
- Invoices are due upon receipt. Please make all checks payable to Flippen Group.

SECTION 5: EVENT CONFIRMATION

- Both parties will consider this program confirmed upon the signing of this agreement prior to December 27, 2017. Upon execution of this Agreement, The Flippen Group will reserve your function at the exclusion of all other business opportunities.
- William S. Hart Union High School District* grants The Flippen Group permission to contact its employees and or faculty members via email.

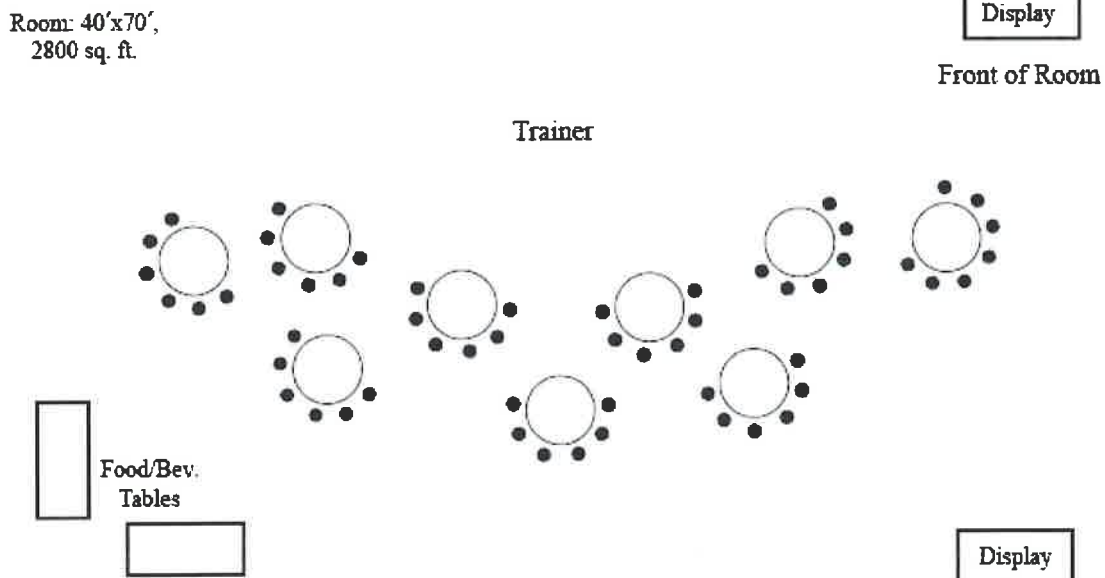
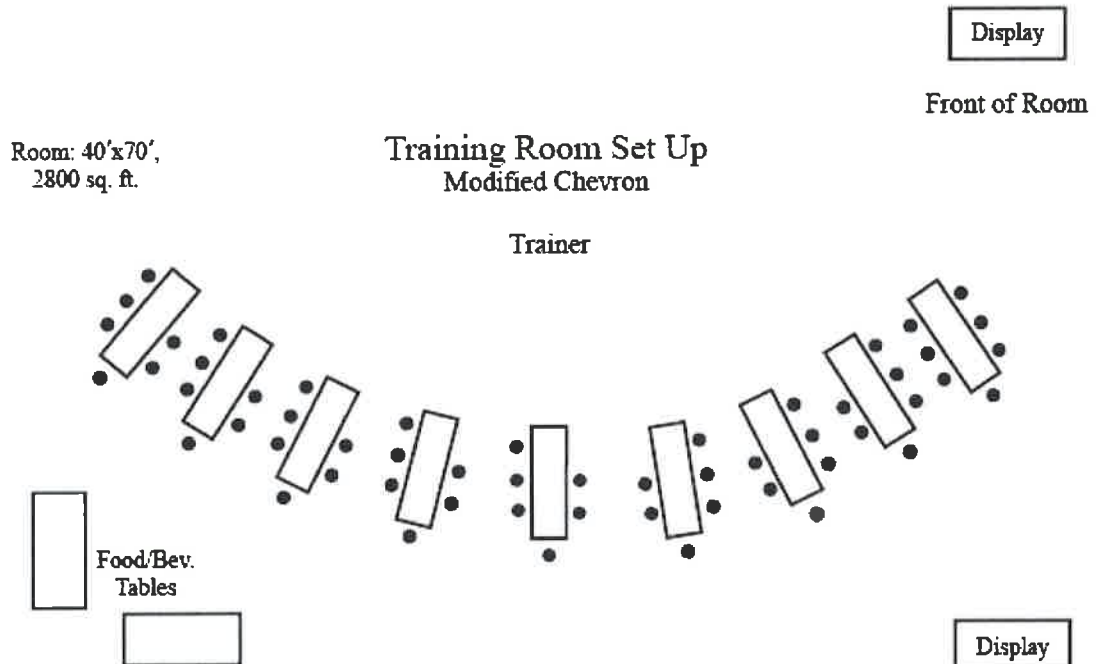
SECTION 6: RESCHEDULING/CANCELLATION POLICY

- The Flippen Group can honor rescheduling requests 90 days or more before the first day of the event at no penalty and can be rescheduled for another time based on availability.
- Should William S. Hart Union High School District* notify The Flippen Group less than 90 days before the first day of the event, then both parties understand this event has been cancelled and the full contract fee will be assessed.
- Force Majeure: Neither party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity [or telephone service], and no other Party will have a right to terminate this Agreement in such circumstances.
- Any Party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

Authorized Signer Initials 



APPENDIX A



Please choose based on table type availability or if both table types available, please choose based on room shape/size to maximize walking/movement space for both the facilitator and participants.

Authorized Signer Initials