



Heidi Potter Holistic Horsemanship Event Hosting Contract

Thank you for agreeing to host an event with Clinician Heidi Potter. Below please find the benefits and responsibilities of all parties involved, a recommended cancellation policy and a request for information needed to market your event. Upon receipt the event will be listed on the appropriate website/s and registration forms and flyers will be prepared and forwarded if requested.

Host Name/Address: _____

Host Contact info: Phone/Email _____

Facility Name/Address: _____

Facility Contact Person's Phone/E-mail _____

Clinic Details

Clinic/Event Name:

Dates Requested:

Offering Lesson Horses? No Yes, Cost per day \$ _____

Offering Stabling for participants No Yes, Cost per day \$ _____

Offering an Optional Teaching Day for private/semi-private sessions with the clinician following the clinic?

Cost: Private \$85 Semi Private/Group \$70 No Yes, Date: _____

Offering a Pre-Clinic Intro/Theory PM Workshop if applicable: No Yes, Date: _____

Offering an add-on workshop: No Yes, Date/Time: _____

Sample 2-hour, ½ Day or Full Day Workshops: Clicker Training Balance Rider Horse Agility Horse

Speak® Intro Other _____

Offering Lunch/Drinks:

Host providing lunch option @ \$ _____ or @ N/C per person, per day for: Participants Only All

Host adds an extra \$ _____ to clinic fee & include lunch.

Potluck BYO

Clinician Fees (per person): **Clinician Fees** 2 Day \$ 3 Day \$ Workshop \$ _____

Hosting Details

Facility Agrees to provide:

- An enclosed working or riding area large enough to accommodate the event.

- Optional: Horse accommodations for people who are trailering in for the clinic.
- Optional: Lease horses available w/fees payable to the horse owner or facility.
- An indoor or covered arena on site. If one is not available, then reserving space at a nearby indoor or covered arena in case of inclement weather is required.
- A room or space (heated in colder months) large enough for participants to sit and move around in without horses if the event includes an un-mounted (humans only) session.
- Accommodations for the clinician and lunch.

Host Agrees to:

- Distribute event flyers and/or brochures. Creating own Request from clinician.
- Market the event within their horse community, on websites, social media, etc.
- Communicate timely with all interested parties and distribute registration/liability forms.
- Maintain a list of participants, auditors and a waiting list if applicable.
- Collect forms and payments from participants on behalf of the Clinician. Provide registration forms, the original Liability/Information form and payment to the clinician upon arrival.
- Collect and retain all stabling, lease horse and lunch fees if applicable.

Clinician Agrees to:

- Assume travel expenses by car and per agreement for events requiring air travel.
- Provide forms and marketing materials upon request.
- Market the clinic at events and on equine websites, event schedules, social media pages, etc. as applicable.

Event Cancellation Policy:

- Event Host agrees to provide clinician with a 60-day notice of event cancellation for events requiring air travel and a 30-day notice of cancellation for the events requiring travel by car. If the event is cancelled after air travel is purchased the host shall reimburse the clinician any fees incurred for cancelling the flight.

Recommended Participant Cancellation Policy:

- All event fees collected should be non-refundable and paid in full on the first day of the event. Should the registered participant or auditor be unable to attend the event their spots and fees are fully transferable to another individual of their choosing.

Date: _____ Signature of Host: _____

Please return a signed, completed form to:

heidi@heidipotter.com or Heidi Potter 761 Weatherhead Hollow Rd Guilford, VT 05301