



WORKSHOP BOOKING AGREEMENT

Reena Lee Creations

73 Hind Road, Deanmill WA 6258

0428 465 777

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This agreement is made on the date set out in Item 1 of the Schedule

Between: Reena Lee Creations, ABN 68 172 286 504

73 Hind Road, Deanmill WA 6258 (RLC)

and: the persons referred to in Item 2 of the Schedule (the host)

Terms and conditions:

1. Workshop host is responsible for reserving a facility that meets common safety criteria and for paying all rental and other fees of this facility.
2. If applicable travel expenses (incl flights), meals and accommodation for the teacher will be arranged and paid for by the host of the workshop.
3. Pictures and video are allowed to be taken by participants of the workshop for personal use. No professional photo/videographers are to record the event with intention of sale.
4. The host is responsible for insuring that the facility has liability insurance.
5. The workshop host is responsible for confirming bookings and collecting fees from workshop participants.
6. Fees for the workshop include complete Needle Felting Kits, Online Feltorial and a teacher for guidance and one on one hands on attention.
7. A non-refundable deposit of \$250 is required to confirm booking. Full fees (specified in Item 4 of the schedule) need to be paid 14 days before the workshop by the host to RLC. The workshop host must provide RLC with 14 days notice of cancellation. After that all workshop fees are non-refundable.

With my signature I understand the terms and conditions of this agreement and agree to abide by them and that I am signing a legally binding document.

Signed for and on behalf of Reena Lee Creations

By _____:

Signed by the host: _____

SCHEDULE

Item 1. Date of agreement _____

Item 2. Host Details

Name of Club / Group _____

Contact Person _____

Phone _____

Mobile _____

Email _____

Item 3. Workshop Location

Name of Venue _____

Address _____

Contact Person _____

Phone _____

Item 4. Details of Workshop

Workshop Date(s) _____

Workshop Time _____

Number of Participants _____

Item 5. Fees

Up to 10 participants 4 hours of tuition \$1200 _____

Travel (retour) _____

Full amount: _____

Account details: Reena Harwood, National Australia Bank, BSB 086 809, Account 772 866 584