

Note: This is a sample; you should run all waivers and forms past your own lawyer.



Workshop Contract

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This contract is by and between Your Name Here (“Teacher”) and Studio Name (“Studio”) concerning a workshop to be held at Studio’s facilities on DATE from TIME TO TIME.

Teacher and Studio agree that Studio will host the workshop at its location and make all reasonable efforts to market said workshop, including announcements by teachers in class, flyers, social media, and e-mail newsletters. Studio will accept payment from the participants for the workshop and shall be responsible for the refund of any and all such payments in the event the workshop is canceled. In consideration for its marketing efforts and to compensate Studio for credit card processing fees, Studio shall be paid a \$35/workshop day administrative fee. Teacher shall be reimbursed for her travel expenses. After both these sums are paid, Studio shall receive a 30% split on any and all payments not refunded after the administrative fee is assessed. Studio may give such discounts to participants as it deems reasonable (e.g., Studio may choose to offer a 20-percent discount off the published price for any teacher or work-study who is on staff at Studio) and may extend refunds at its discretion. The owners of Studio may attend the workshop free of charge.

Teacher shall make every reasonable marketing effort and supply Studio with high-resolution digital photographs, a professionally written workshop description, and a teacher bio once this contract is signed. Teacher shall receive a 70% split of all monies collected and not refunded after the administrative fee is assessed, to total at least \$X. Teacher shall be paid within one month of the workshop.

Teacher requires enrollment sufficient to pay her \$X and to cover travel costs. Should enrollment not reach this number by [one week, or one month] before the workshop, Studio will contact Teacher to discuss registration. If registration is too low, we will negotiate a solution that is agreeable to both parties. As we would both prefer not to cancel workshops whenever possible, this could include an altered percentage split between Teacher and Studio. When workshops are canceled, Teacher and Studio shall together notify all enrollees, and this cancellation is deemed to be a cancellation by Teacher.

Signed by: _____
Teacher, address

Signed by: _____
Studio, address