

Flow Yoga Community  
WORKSHOP APPLICATION and AGREEMENT

**Workshop lead (Teacher):**

**Assistant:**

**Workshop Title:**

**Day(s):** Day(s) of week:

**Start and End Time:**

**Total hours:**

**Workshop Price: \$**

**Early Bird Price (paid 2 weeks before): \$**

**Workshop writeup** to include on web and in brochure, a brief summary of your event and 50-70 word short bio about how you are uniquely qualified to teach this course.

**Picture** to include in Flow marketing material (attach to email reply).

**Teacher(s)** has the following ideas to promote this workshop:

**EXAMPLE: The Sacred Yoga of Relationship**

*"Remember that the best relationship is one in which your love for each other exceeds your need for each other" ~ Dalai Lama XIV*

*Are the relationships in your life serving you well?  
And, are you serving the relationships in your life well?*

*How we invest our time and attention in our diverse relationships affects our personal growth, essential elemental balance, and overall awareness. Relationship is serving and worthy of attention and strength as long as two people are supporting the growth of each other. When the relationship is no longer doing that, it may be time to either let it go or let it change with love and grace. In our time together we will explore sacred yogic teachings for greater understanding and guidance in how we can live fully with our hearts open and loving regardless of the everyday relationship challenges and relational circumstances.*

**Agreement Details: Read and Initial each section.**

**Revenue Share:** 70% to net revenue to workshop lead, 30% to Flow Yoga. 60% to workshop lead & 40% to Flow Yoga for ongoing workshop series. Net revenue is the money from workshop attendees minus agreed-upon expenses. List any agreed upon expenses here:

**Deposit: We require a deposit to confirm.** The deposit is equal to the hourly rate to rent the space for the workshop. For example, if the workshop is 1.5 hours, the required deposit to hold the space is \$35. If the workshop is 5 hours, the required deposit to hold the space is \$85. Once the workshop details are accepted, the deposit is due within 2 weeks. The deposit covers the minimum payment to the Studio to cover the time of the workshop. Depending on the workshop revenue, some or all of the deposit may be returned with the Teachers payment.

**Rental Rates:**

Up to 2 hours: \$35

Up to 4 hours: \$60

Up to 6 hours: \$85

Up to 8 hours: \$110

**Cancellation:** In the event that **Teacher** is unable to attend the event for any reason, **Teacher** shall give the **Studio** notice of the cancellation as soon as practicable considering the circumstances of the cancellation. For a 50% refund of the deposit, cancellation must be made 30 days prior to the reserved date. We keep 50% to cover our staff time and bank processing fees. For a 25% refund of the deposit, cancellation must be made 7 days prior to the reserved date. If cancellation is made within 6 days of the event, there will be no refund of the deposit.

**Advertising:** **Studio** and **Teacher** will work together to develop a marketing strategy to maximize participation in the Workshop. *Teacher will provide Studio with a headshot, a description of the workshop, a bio and any other advertising materials that Teacher feels will help Company market the Workshop at least 1 month prior to the workshop (for better attendance 3 months prior is preferred).* **Teacher** agrees to use his or her best efforts to market the Workshop by such methods as Website promotion (i.e., including a link and information about the Workshop on **Teacher's** Website), promoting the Workshop in newsletters and on its social media platform. **Studio** agrees to use its best efforts to market the Workshop by such methods as providing information on **Studio's** Website, promoting the Workshop in **Studio** newsletter, in its studio and on its social media platform.

**Registration and Assistance:** **Studio** will handle all of the **registration** and collection of payment for the workshop attendees. If the **Teacher** is *not* a regular independent contractor at Flow Yoga, **Studio** will designate a representative to unlock the studio, help with attendee registration, close and lock the studio. This will be in exchange for free attendance at the workshop. If the **Teacher** is a regular contractor at Flow, **Teacher** is responsible for set up for the workshop and clean up after. **Teacher** may invite his or her assistant to facilitate presentation of the Workshop, provided that **Teacher** shall pay for all expenses associated with any such assistants. **Studio has the right to offer a 10-20% discount to teachers and staff in order to better promote the Event.**

**Specific / special needs:** Flow Yoga will provide the following. If anything additional is needed specify below.

Sound system

10 Chairs and table (limited to supplies on hand)

Yoga mats, bolsters, blankets, blocks, straps

**Sale of Teacher's Products at Workshop:** The **Teacher** may provide products for sale during the Workshop. **Studio** will provide reasonable support for the sale of the products such as providing a table for display. The **Teacher** shall be entitled to keep 100% of the proceeds derived from the sale of the products. After the end of the Workshop, **Teacher** shall remove all products that it has placed for sale within the studio. **Teacher** will not have access to **Studio** Merchant Services to process payments.

**Travel:** All travel arrangements and expenses to present the Workshop shall be the responsibility of the **Teacher**.

**Arbitration:** **Studio** and **Teacher** agree that any dispute arising out of this Agreement shall be settled by arbitration held in Portland, Oregon in accordance with the rules of the American Arbitration Association. The decision of the arbitrator shall be final, conclusive and binding on the parties. **Company** and **Teacher** shall each pay one-half of the expenses of the arbitration, and shall separately pay its own counsel fees and expenses.

The parties agree this Letter Agreement creates a binding legal obligation and have signed this Letter Agreement effective as of the last date set forth below.

Flow Yoga Community

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Teacher(s)

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

#### WORKSHOP APPLICATION INSTRUCTIONS

Fill out the application as best you can and return via email. Discuss and complete details, the sooner we are clear on what is happening, the sooner we can get the space booked and the workshop on our website!

Read the agreement. If anything is unclear or incorrect, let us know! This is designed to be a meeting of the minds and a place to ensure that there is clarity on responsibilities and expectations. Initial each section of the agreement. Then **Print 2 copies. Sign both and return both to Flow Yoga at 118 Third St, Hood River, OR 97031.**

We will sign both and return one to you at the Event.

Thank you, we look forward to collaborating with you!