

Hosting Agreement for Private Group Reiki Classes

This Hosting Agreement ("Agreement") is made and entered into on the date signed below by and between:
Reiki Instructor: Julie Mossburg, LMT, RMT (MA88690)/Silent Harmony LLC ("Instructor") and **Host Name:** _____ ("Host"). **Class Location (Venue):** _____

Class Details: Date/Time: _____, 9:00 a.m. to 6:00 p.m. Course to be presented: First-degree Usui Shiki Ryoho Reiki Class. Minimum attendees required: Three (3); Maximum attendees allowed: Eight (8). Description: The Instructor will provide a private group Reiki class at the Host's venue for 3-8 participants as pre-arranged. The Host agrees to provide the venue and ensure it meets the conditions outlined below, with no charge to the Instructor, in exchange for the service provided.

Instructor's Responsibilities

1. Ensure that all participants have pre-registered and pre-paid directly to the Instructor a minimum of one (1) week prior to the class date.
2. Travel to the designated venue and arrive one (1) hour before class start time to set up for the class.
3. Conduct all class activities professionally, respectfully, and per the agreed schedule.
4. Maintain a safe, clean, and respectful use of the venue.

Host's Responsibilities: Upon acceptance of this agreement, host will::

1. Provide instructor with a list of the class participants, including phone numbers and email addresses and ensure that all participants are 21 years of age or older.
2. Provide a clean, quiet, and private space that meets the following requirements:
 - Adequate parking for participants.
 - Space for 1-3 massage tables and seating for all participants.
 - Refrigerator or cooler space for participant lunches.
 - Clean and functional restroom facilities.
 - An environment free from interruptions (e.g., alarms, phones, loud noises, etc.)
3. Ensure that no one other than pre-reserved and pre-paid attendees is allowed to attend or observe the class. This would also include children of the host and/or attendees.
4. Grant the Instructor access to the venue for setup and cleanup as required.
5. Review and acknowledge the attached cancellation policy.
6. **By signature, below, the Host certifies that they are the owner of the above-referenced property (venue) and has the authority to permit its use for the stated purpose of hosting a private group Reiki class.**

Mutual Agreements

1. The Host and Instructor agree to maintain open communication regarding scheduling, venue preparation, and any changes to the agreed terms.
2. Either party may terminate this Agreement with written notice a minimum of seven (7) days prior to the scheduled class.

Acknowledgment

By signing below, both parties acknowledge and agree to the terms and conditions outlined in this Agreement and the attached cancellation policy (attachment #1).

Instructor Signature: _____ Date: _____

Instructor Printed Name: _____

Host Signature: _____ Date: _____

Host Printed Name: _____

ATTACHMENT #1



Private Group Class Cancellation and Minimum Participants Policies

Sometimes things happen and you have to cancel. We try to make it as fair and easy as possible.

Cancellations By Silent Harmony LLC: Should class need to be cancelled by Silent Harmony for any reason, you will be given the option of receiving a full refund or transferring the group to another mutually available date.

Cancellations By Host and/or Class Participants:

1. You may cancel your reservation up to seven (7) days prior to class at no charge. Requests for cancellation must be made in writing. You may then choose to receive a refund or you may transfer to another mutually available date.
2. Cancellations made six (6) days or less prior to the class: No refunds and not eligible for class transfer date.
- 3, "No shows": (Participants who were registered for the class but did not cancel as stated above or show up for class.) No refunds and not eligible for class transfer date.

Minimum Participant Requirement: A minimum of three (3) participants is required for the class to proceed. If the number of participants falls below three (3), then the class will automatically be canceled. If some participants cancel but at least three (3) remain, the class will proceed as scheduled. In the event the class is cancelled due to not reaching the minimum participant requirement, refunds will be offered only to those participants who cancelled a minimum of seven (7) days prior to the class, in accordance with the policies listed above.

Refunds: All refunds will be processed within seven (7) days and issued using the same method as the original payment. Payments made in cash will be refunded by check and sent via regular mail. Please note that while credit card refunds are processed immediately, delays may occur due to credit card processing company timelines, which are beyond our control. If you do not see the refund reflected on your credit card account within fourteen (14) days, please contact us so we can assist in resolving the issue.

Acknowledged and agreed:

Host Initials: _____

Instructor Initials: _____

Date: _____

