

## CONTRACT

Agreement between Naomi Feil, A.C.S.W., c/o Maria Paterson, U.S. Manager, Email: [NaomiFeilWorkshops@vfvalidation.org](mailto:NaomiFeilWorkshops@vfvalidation.org)

and \_\_\_\_\_.

1. Naomi Feil will provide a 1 day Validation Workshop in English on \_\_\_\_\_(dates), starting at \_\_\_\_\_ a.m. and ending at \_\_\_\_\_ p.m.

2. The workshop will take place at \_\_\_\_\_(Workshop site). The closest airport is \_\_\_\_\_.

3. \_\_\_\_\_(Agency name) agrees to pay Naomi Feil the workshop fee of Two thousand seven hundred dollars (\$2700). Any taxes that may be charged by local governments (including value added taxes) are not included in this amount and these taxes must be paid by the sponsor.

\_\_\_\_\_(Agency name) agrees to pay for travel costs. On tours, travel costs are evenly divided among all workshop organizers. Individual workshop organizers will be responsible for all travel costs.

**Payments of the fee and travel costs should be made in a U.S. dollar bank check or cash, no later than the day of the workshop. If agreed upon in advance, a bank transfer may be made.**

\_\_\_\_\_(Agency name) agrees to pay overnight lodging (handicap-assessable, business hotel quality with 2 queen beds) for 3 nights: the day(s) of the workshop, plus two evenings before the workshop. If possible, please reserve a room with a shower/bath combo. The lodging must have a restaurant attached. All meals will be paid for by the Agency.

4. \_\_\_\_\_(Agency Name) will provide:

- **a DVD player or computer and a person to assist Mrs. Feil in playing the video clips at the appropriate moments**
- **a screen**
- **a person to assist Mrs. Feil and handle the power point presentation so it is projected so all can see it. (Power point to be sent by Maria Paterson once the signed contract and checklist have been received.)**
- **a cordless mike**
- **a copy of the program describing the workshop – to be sent to Maria Paterson one month before the workshop.**
- **a room for Mrs. Feil to relax during her breaks, a toilet/WC should be easily available**
- **coffee and hot water during the breaks, as well as cold, water (non-mineral) during the workshop.**
- **stage must have standard steps (7 inch rise and 11 inch run) with a handrail to assist Mrs. Feil as she goes on and off during the workshop to engage with the audience.**

5. Mrs. Feil will only travel by car or direct flights. There will be no train travel unless someone travels with her. Workshop organizers will be asked to provide car transportation to locations not serviced by direct flights, to and from the airport - hotel, and to and from the hotel - workshop site.

6. Video or audio taping of Naomi Feil's workshops are not permitted. However, we encourage organizers to make contact with local tv, radio and print media for interview coverage.

7. Cancellation of the workshop(s) may be done by the agency without charge up to 12 weeks prior to the workshop date. After that date, applicable travel expenses plus 10 % of the workshop fee will be charged for cancellations up to 6 weeks in advance, thereafter, travel expenses plus 30% of the workshop fee. Naomi Feil may cancel the workshop without any charge up to 12 weeks prior to the workshop date.

8. Contact information including the name, address, telephone and fax numbers of the Agency may be given to publishers of Validation materials, Authorized Validation Organizations and other relevant, professional organizations. No private or home contact information will be given.

9. It is advisable for the Agency to obtain appropriate insurance in the case there is a need to cancel the workshop due to unforeseen and unavoidable events such as flight cancellations or illness. Naomi. Feil will not be held responsible for any financial losses incurred under such circumstances.

10. This contract is governed by the laws of the United States.

I AGREE TO THE TERMS OF THIS CONTRACT:

\_\_\_\_\_ (agency name)

\_\_\_\_\_ (address)

\_\_\_\_\_ (signature, name and title)

\_\_\_\_\_ date

\_\_\_\_\_ Naomi Feil

\_\_\_\_\_ date