



Leadership Track

# Service Agreement

**LEADERSHIP TRAINING SOLUTIONS**

1110 Sky Tavern Road, Reno, NV 89511

Voice & Fax: (775) 849-3393

Please complete, sign and return the master copy of the agreement with a deposit within 10 (ten) days of your initial phone, email or mail reservation request. If we don't hear from YOU in ten days your dates may be reallocated to other groups. This agreement is entered into by Project Discovery, and the undersigned PURCHASER for services described herein:

*It takes courage to grow up and turnout to be who you really are:*

-C. E. Cummings

CONTACT PERSON \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: DAYS(\_\_\_\_) \_\_\_\_\_ EVENING(\_\_\_\_) \_\_\_\_\_ FAX(\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

NUMBER OF PARTICIPANTS \_\_\_\_\_ AGE RANGE \_\_\_\_\_ ADULTS \_\_\_\_\_ MINORS \_\_\_\_\_

TRAINING EVENT TIME(S) & DATE(S) \_\_\_\_\_

PLEASE SHARE WITH US ANY MEDICAL PROBLEMS WHICH MAY, IN ANY WAY, EFFECT PARTICIPATION (attached sheet O.K.)

\_\_\_\_\_

IF PROGRAM IS TO BE OFFERED AT THE REMOTE SITE PROVIDE ADDRESS, DIRECTIONS AND PHONE NUMBER BELOW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITH THE EXCEPTION OF YOUR SIGNATURE, DO NOT WRITE BELOW THIS LINE. CONTACT US IF ANY INFORMATION IS INACCURATE.

<b>ADDITIONAL SERVICE YOU HAVE REQUESTED, PLEASE CIRCLE:</b>		KITCHEN RENTAL	CATERING
RUSTIC CABINS OR TIPI CAMPING	LODGE ROOM RENTAL	OFF-SITE LODGING	OTHER

**PROGRAM TYPE, PLEASE CIRCLE:** LEADERSHIP/TEAMBUILDING PROGRAM    CORPORATE EXCELLENCE PROGRAM

THE CHALLENGE OF PUBLIC SERVICE EXCELLENCE PROGRAM    LEADERSHIP DEVELOPMENT RETREAT

WILDERNESS ADVENTURE PROGRAM    LAW-ENFORCEMENT & MILITARY LEADERSHIP ACADEMY

PORTABLE INDOOR LEADERSHIP CHALLENGE PROGRAM    OFF-SITE CONSULTING    PEACEMAKING

PROGRAM LOCATION SITE [ ] (Check if Sky Tavern Course, list if other) \_\_\_\_\_

The group or organization, hereinafter call "training group" does hereby enter into an agreement with Project Discovery, Inc. herinafter called "trainer" in order to provide training group with a ( ) day training experience. The signing of this document indicates an agreement on the part of both parties to abide by this agreement, to accept faxed signatures as legally binding and to adequately fulfill responsibilities as outlined specifically below:

1. The Trainer will be responsible for the entire training program including:

- 1) pre-workshop telephone consulting with contact person;
- 2) pre-training group assessment of needs, goals, and aims;
- 3) reservations and provision of the conference site UNLESS a remote location is selected by training group in which case training group is responsible;
- 4) logistics of staff and supplies;
- 5) kitchen use, meals, or food services as indicated above;
- 6) provision of all necessary training materials;
- 7) all facilitation /training responsibilities;
- 8) quality control in terms of all services rendered;
- 9) availability for follow-up, on-site consulting with group as deemed appropriate;
- 10) program assessment

2. Training Group will be responsible for:

- 1) return of signed agreement within ten days of tentative reservation and at least 14 days prior to training date;
- 2) circulating, completing and returning any pre or post-workshop assessment forms;
- 3) transportation to and from workshop site;
- 4) return of a 50% deposit of the total due with the agreement and payment of the balance remaining prior to the first day of training unless other arrangements have been made in advance;
- 5) training tariffs are formulated at a minimum rate. This minimum rate is listed as Training Charges below and is the minimum amount due for your program. No discount will be taken if your group has less participants in training than scheduled for in this agreement. In the event your group size increases, extra participants must be approved by trainer and additional trainees will be charged an additional sum;
- 6) payment of a 15% administration fee if program is cancelled at least 14 days prior to the training date;
- 7) payment of the total amount due if cancellation occurs less than 14 days from the training date;
- 8) any property damage caused by your group while they are a guest of Project Discovery;
- 9) payment of a 1.5% monthly late fee which applies to all overdue accounts;
- 10) payment of all legal fees or other fees associated with collection of any overdue payments. Your signature below and return of the completed service agreement constitutes an understanding that you have read and agree to the policies and conditions stated in this agreement and on any other written material you have received.

Training Charges: \_\_\_\_\_

All Other Charges\*: \_\_\_\_\_

Deposit Due: \_\_\_\_\_ Due by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Amount Due: \_\_\_\_\_ (Due at day of training)

\_\_\_\_\_  
Project Discovery Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Training Group Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Printed Name of Signatory Position/Title

\*"Other Charges" described: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_