

Hospitality Service Training Inc.

Smith Bay Center #115A

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PRESENTER/ESTABLISHMENT AGREEMENT

Proposed Consultant/Establishment Agreement

This Agreement between _____ (*Establishment*) and **Hospitality Service Training Inc. D/B/A Host-U Services & Training Consultants** (*Service Provider*) is entered into on this day in order to identify responsibilities and obligations of both parties in the conducting of an educational training seminar session.

Clients Name: _____

Address: _____

Description of Services: **Customer Service Workshops**

Date of Service: _____
(proposed)

Description of Services: Training and Workshop Services in the areas of _____

Days/times of Service: **(Wednesday - 9am to 4pm – lunch 12noon to 1pm)**

Fee:

Presenter's fee is \$ _____ plus listed additional expenses (see individual modules of Training below). 50% of fee is required within 15 days of execution of this agreement, and at least 7 days prior to workshop.

A separate invoice for expenses will be sent to the **Establishment** within seven days of the session's completion. Expenses include Participation manuals & handouts, catered meals, Training facility rental, air & land (if applicable) transportation, lodging, and meals (where applicable). Presenter's fee and reimbursable expenses are due from the **Establishment** within seven days of receipt of the invoice. Cost of training manuals and handout materials are charged based on a per participant basis.

Other Matters:

- The audiovisual requirements to be furnished by the Establishment for the Presenter will follow. Rental fees for audiovisual equipment are the responsibility of the Establishment; however, presenter has overhead projector and other audio-visual equipment with mobility use.

****Audiovisual requirements for this session include the following:**

- | | |
|-------------------------------------|------------------------------------|
| a) Flip charts | e) Overhead projector and screen |
| b) Large Screen and DVD Player | f) Writing pads and pens/pencils |
| c) 3 sets of multiple color markers | g) Name badges or table Tent cards |
| d) Availability of copy machine | |

- With respect to the initial scheduling of Presenters time, Presenter will make every reasonable effort to accommodate Establishment's needs and preferences, subject to existing contractual obligations.

Finally, as a promise to act in this most ethical and professional manner, the parties to this Agreement affix their signatures:

(Establishment's Representative) Date

Samuel A. Rey, President Date
Hospitality Training Services Inc.

