

# Workshop Host Contract Agreement



The following terms and conditions outlined in this contract pertain to the services and obligations required to be met by both the workshop host and The Red Brick Studio Room during the period(s) of time workshop(s) are scheduled (placed for sale by RBE) to the time the workshop host has been paid for completion of the workshop(s).

## Services and obligations of the host:

- 1.To communicate in a timely, clear manner with RBE staff about the workshop, and provide details as necessary throughout the hosting process.
- 2.To provide images of the completed project and a demo for display at Red Brick Emporium.
- 3.Promote your workshop. Booking workshops are always more successful when both parties participate in advertising.
- 4.To provide all necessary materials for the workshop participants (unless otherwise arranged with RBE).
- 5.Present and operate your workshop in a professional manner, as you are a representative of Red Brick Emporium. Be well organized and provide a visually pleasing setup for your guests.
- 6.To arrive in a timely manner. Arriving for setting up no less than 30 minutes and no more than one hour before the scheduled class time and on the scheduled date.
- 7.To leave the workshop room in the same clean and tidy condition it was in before the workshop.
- 8.Be present at all times during the rental.
- 9.Keep the event contained within the Studio Room.
- 10.Maintain adult supervision of minors at all times.
- 11.The Studio Room is to be used for legal business activities only.
- 12.There is absolutely NO smoking or vaping inside the building.
- 13.Alcohol is permissible during your event based upon all Ontario Liquor Guidelines.

## Services and obligations of The Red Brick Studio Room:

- 1.To communicate in a timely, clear manner with the workshop host about the workshop, and provide details as necessary throughout the hosting process.
- 2.To provide an effective means of sale for workshop guests to sign-up and learn about the workshop.
- 3.To maintain the list of participants and accurate accounting for the workshop throughout the hosting process.
- 4.To provide a clean and tidy workshop room and bathroom for the host and participants in the workshop.
- 5.To provide payment for the workshop within 24hours of the workshop occurring.



# Workshop Host Contract Agreement



The following terms and conditions outlined in this contract pertain to the services and obligations required to be met by both the workshop host and The Red Brick Studio Room during the period(s) of time workshop(s) are scheduled (placed for sale by RBE) to the time the workshop host has been paid for completion of the workshop(s).

## Damages to Equipment, Furniture, or Studio:

The Host agrees to pay for the repair or replacement of any damages caused by the Host or their guests within 3 business days.

The Host agrees to leave The Studio Room neat and tidy, in the condition it was found, or a \$75 cleaning fee will be assessed and invoiced.

The Host agrees that The Studio Room holds no liability for any damage or injury caused to the Host or any third party.

The Host assumes all risk of personal property damage or personal injury. If an accident involving The Studio Room's property occurs, while in the Host's possession, the Host shall send written notice to The Studio Room immediately.

A \$75 retainer is required to hold the studio space. The retainer will be reimbursed to your workshop payout at the end of class. All hosts will receive their payout within 24 hours of completion of their class. All payouts are done via etransfer. If your retainer was placed using a credit card, it will be reimbursed back onto your credit card. The Host's retainer fee will be forfeited if The Red Brick Studio Room is left in a state of disarray and untidy. The retainer is non-refundable if the workshop is canceled by the Host.

**The fee of hosting a workshop with The Red Brick Studio Room is 30% of the asking price per workshop participant.**

I, \_\_\_\_\_ (host) hereby understand and agree to the above terms and conditions for hosting a workshop at The Red Brick Studio Room.

Host name (printed): \_\_\_\_\_

Host address: \_\_\_\_\_

Host signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Studio Room Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Covid-19 Protocols



## Proof of Vaccination Required

In accordance with Ontario Health, as of September 22, 2021 you will need to provide proof of vaccination to access a shared office space.

Enhanced cleaning practices. The Red Brick Studio Room will be carefully cleaned after each reservation using EPA-approved disinfectant products effective on coronavirus. Special attention is placed to frequently touched surfaces, such as tables, chairs, countertops, doorknobs, sink faucets, and remotes.

A contact tracing system will be in place for all guests as they arrive.

Signage with building rules include wearing masks in common areas and reminders to wash or sanitize your hands when you arrive. Disinfectant wipes and hand sanitizer will be available on site. We encourage you to clean surfaces before and after use to support our efforts.