**Anita Howe’s**

**Gaited Horsemanship**

**2017 Hosting Contract**

Anticipated date(s) of clinic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of riders anticipated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Clinic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact-**
Email ajh@howetheywalk.com or call **816/686-7748** to discuss details and scheduling. This contract is to hire Anita Howe for a daily rate, plus expenses, to conduct an educational gaited equestrian educational clinic. Please contact her directly through email or by phone to discuss the clinic you wish to host/sponsor.

**Clinician Costs-**
Anita offers a variety topics and schedules for you to customize your clinic. Total package will depend on topic(s) and number of days. There is a minimum speaking appearance fee of **$700** per day plus expenses. Additional *partial* days may be negotiated at a fraction or hourly rate. Setting the participation fees for these clinics are at your discretion as host. [Optional “Per Rider Agreement”] Under *this* *contract*, as host/sponsor, you can decide minimum participant numbers so long as the clinician fee is met. Anita reserves the right to cap participation numbers at 10 riders per day in order to maintain a high degree of safety and assure quality of individual attention. If your needs exceed this figure, please call Anita to discuss. We can often extend this to as many as 12 riders as long as everyone understands the limits this creates on participation.

There is a **$350.00**, non-refundable booking fee required with this completed contract. In the event of a cancelation for any reason *by the host*, any travel expenses having been prepaid by Anita will become payable in full upon submission of those expenses to the host. These expenses will be deducted from the non-refundable fee with any excess being due. \*\*If the host cancels this contract within 45 days of the agreed upon clinic dates then a one (1) day’s clinic fee also becomes payable to Anita at that time from which the booking deposit will be deducted.

Travel, meals and lodging expenses are in addition to clinic fees. These expenses can be estimated as closely as possible prior to the signing of this contract for services. Actual costs for travel (airfare or mileage, parking, car rental or taxi if needed), lodging and per diem meals will be billed at the beginning day of the clinic and payment for these is to be paid in full at the close of the clinic. ***Any travel expenses paid or absorbed directly by the host/sponsor should be deducted. This can include lodging, commute, airfare or group meals****.*

* Daily meal per diem is set at $30/day. (*less consideration for any group meals provided at $10 per meal*)
* Remote parking at Montgomery (departure) airport is currently $8 per day *including travel days*, if applicable
* Mileage rates *for those clinics Anita drives* to a clinic location is 75 cents per mile round trip or $1.50 per mile one way.

**Host/sponsor Profit-**
As the host/sponsor, you decide on the actual participant and auditor fees you will charge for the clinic. All monies collected in excess of those due the clinician to cover fees and expenses are for the profit and benefit of the host/sponsor. This includes all auditor fees collected. It is incumbent on you to collect all funds from both participants and auditors. Anita will require each rider participant to complete a registration form that includes a waiver of liability, prior to the start of the clinic.

**Video and Audio Taping -**
Host/sponsor, participants and auditors will not be allowed to videotape or audiotape clinic proceedings other than those in which they are individual participants. Still photographs are allowed. Anita reserves the right to videotape clinic activities and to use the tape for promotional or commercial purposes.

**Concessions, Vendors and Amenities -**
If you wish to offer a concession for refreshments all profits from that would be retained by you, the host/sponsor. Anita reserves the right to promote and sell equipment, videos, books or any other items at the clinic. Any vendors invited by host to sell or promote merchandise or services at the clinic must be approved by Anita prior to the start of the clinic. Host/sponsor is solely responsible for providing personal hygiene/restroom facilities and meeting all state and local ordinances for having an event of this kind.

**Advertising -**
As a clinic host you are expected to locally promote and advertise the clinic in order to maximize attendance. Anita will likewise promote said event to all personal contacts and online websites. Host/sponsor can choose any advertising venue they wish but will bear any advertising costs incurred. Information flyer templates for local circulation and posting are available upon request.

**Registration -**
As host/sponsor you will handle clinic registrations and *provide prior notice that liability releases must be signed by all participants*. Any questions you cannot answer can certainly be forwarded to Anita. If potential participants exceed maximums for a clinic, a "waiting list" should be kept in case of cancellations. Registered participants who cancel within seven (7) days of the clinic will forfeit their fees unless another participant is willing to take their place or the event is cancelled by the host/sponsor. In the event of a cancellation by the host, for any reason, the non-refundable booking fee will be forfeit and kept by Anita Howe. Host/sponsor further agrees to cover any travel expenses *prepaid* by Anita Howe in advance of host notification of cancelation as well as the 1 day clinic fee if cancelled within 45 days of the clinic date.

**Facility-**
You should seek a facility that can handle the number of horses and riders you expect to attend, as well as room for parking their vehicles and trailers. Horse facilities should include an enclosed riding arena; covered arena is preferable in case of rain. The arena should have good footing, sound fencing and easily workable, secure gates. You should be able to assist participants in providing temporary stabling, or directing them to stabling options for their animals if the clinic is scheduled for more than a one day affair. Auditor seating is optional, tell them if they need to bring lawn chairs.

Anita has a wireless headset microphone with transmitter and receiver that are compatible with the majority of sound systems. She is happy to bring this as needed to clinics for use upon request. The complete sound system is, of course, not available when flying commercial airlines. More local clinics that can be driven to with <6 hours’ drive can have use of her full PA system.

**Insurance and Liability Releases-**
In this day and age of frivolous litigation and an unwillingness of some to accept personal responsibility for their decision to engage in a risky activity, insurance coverage by the host/sponsor is highly recommended. Anita carries professional liability insurance and can obtain an additional addendum for the selected facility at a cost of $40 per clinic day. Many facilities will require an event policy or rider to cover the clinic and Anita’s appearance as the clinician at their facility. Please confirm this with the facility owner(s).

An “Anita Howe’s Gaited Horsemanship Clinic’s” release of liability form will be provided as part of the registration for all participants to sign and submit prior to taking part in, or watching, the clinic. Liability releases are to be signed by all participants, including the host/sponsor. These will be provided by Anita Howe for liability purposes with regard to herself, you and all parties involved in conducting this clinic. Anyone not willing to sign these waivers will not be allowed to participate and no refunds will be made on any monies paid as of the commencement of a clinic for withholding signature.

I acknowledge I have read, understand and agree to all terms stated above:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail original to Anita Howe along with $350 booking deposit to:

**Anita Howe Gaited Horsemanship**

**3820 Claud Rd.**

**Eclectic, AL 36024 816/686-7748**