



Care of Creation • USA
pursuing a God-centered response
to the environmental crisis

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Our Father's World Seminar

SAMPLE Hosting Agreement

[We will send you a customized agreement at the appropriate time.]

Thank you for partnering with Care of Creation Inc. to host Rev. Ed Brown's seminar, *Our Father's World: Why Christians Should Care about the Environmental Crisis*. This agreement confirms your commitment to host this event and outlines our responsibilities, and yours, leading up to, during and following the seminar.

Host Organization:

Contact:

Address:

Additional Host Organization (if any):

Seminar Location (if different from above):

Dates & Times:

Seminar cost & minimum income: Care of Creation will charge each general admission participant \$40.00 for advance registration (\$45.00 at the door) and each student participant \$25.00 (advance or at the door). Pastoral staff and official volunteers from your church (see below) may attend without charge. Total registration fees must be either a) at least \$2,000 and you agree to pay Care of Creation any difference between actual receipts and this minimum or b) at least \$1000 and you agree to cover Care of Creation's transportation and housing costs. These minimums are based on an estimated attendance of approximately 60 (option a) or 30 (option b) people and are the only financial obligation assumed by the host for this event. (However, see below for scholarship options and additional host obligations).

Deposit: You will send Care of Creation a deposit of \$400.00 to reserve the date for your event. This deposit may be used to cover the attendance fees of ten members of your church (if you choose option a) or can be credited toward Care of Creation's transportation costs (option b).

Scholarships: Care of Creation is unable to provide scholarship funds for this event. However, we are happy to make arrangements for discounted admission to members of your church through an on-line discount code that you can provide to your membership. In this case, you agree to pay Care of Creation for the total number of discounts we have provided in addition to any funds you might owe us for minimum registration fees.

Our obligations: Care of Creation will provide publicity documents ready for duplication, on-line registration capability through the Care of Creation website, [travel expenses for Care of Creation staff member(s)-option a], name tags, a packet of seminar material for each participant, and discounted copies of *Our Father's World* by Ed Brown for purchase during the seminar. If requested, Care of Creation will provide publicity material to other churches or colleges in the area.

Your obligations: You will provide a meeting room adequate for a group of about 100 people, tables for book sales and exhibits for Care of Creation and our partner organizations (three or four 6' or 8' tables), a projector and sound system and someone to run these, and refreshments. **You will need to recruit** two or more volunteers to help our staff with various duties during the seminar, including but not limited to signing people in, handing out materials, selling books, and serving refreshments. If you wish, **we would love to have you provide a worship leader** for about 10 minutes of music on Saturday morning. You are welcome to record the event and to make these recordings available to your people through your website or by other means, as long as Care of Creation is identified as the primary sponsor of the event on any such recording. As host, you will publicize this event effectively in worship services and other congregational events, on your website and through your normal newsletters and bulletins for at least 3 weeks prior to the date of the seminar, and you agree that your pastor(s) will attend the event along with everyone else. You will also invite other churches in your community to attend the seminar or you will provide Care of Creation with church names, addresses and contact information so that we can invite these churches on your behalf.

Liability Insurance: We don't expect anything to go wrong, but just in case - please contact your insurance agent to provide us with a certificate of insurance that includes **Care of Creation Inc.** as "an additional named insured" for this event.

In the unlikely event that you find you have to cancel this seminar more than three months before the date of the event, there will be no charge – but we'll be very disappointed. If you have to cancel less than three months but more than 30 days before the event, you agree to forfeit your deposit. If your cancellation request is less than 30 days before the event, we will need to have you pay the entire minimum registration fee. In any of these cases we will refund any registration fees received directly to the individuals involved. You will need to reimburse us for any travel cancellation fees imposed by airlines due to your decision to cancel the event.

If you want to change the date, you will need to discuss this with us, and if a mutually acceptable date cannot be found, the cancellation policy above will apply. You will be responsible for any change-fees or penalties imposed by airlines due to your decision to change the date.

If we have to cancel the event due to circumstances beyond our control, we will do our best to offer you another date that is mutually acceptable to both of us, or if that is not possible, we will refund all fees to participants who have already preregistered. In this case, we will be responsible for any travel change fees or airline penalties.

Signed for

_____ **Date** _____

Signed for Care of Creation Inc.

_____ **Date** _____