

Training Course Host Agreement Form

Host Responsibilities:

You as the host are responsible for:

1. Venue Logistics.

- a. Advertising and filling the class as well as organizing the venue for the class, to include:
 - i. Information regarding nearby lodging options, airports, rental cars, restaurants, and directions to the venue.
- b. The host will provide Wyoming Tactical LLC with your email and phone number as you will be the POC (Point of Contact) for any questions regarding the local area.

2. Venue Requirements.

- a. Range Requirements
 - i. Range needs to be at least 50 yards wide X 75 yards long for Defensive Pistol or Defensive Rifle Classes. There should be adequate berms to prevent any rounds fired from leaving the range. Range needs to be available exclusively for Wyoming Tactical for the entire time that courses are taking place. Range should have restroom facilities available for instructors and students.
- b. Classroom Requirements (If Applicable)
 - i. The venue will have, at a minimum: - Screen or white wall/white board suitable for projection. Adequate room for all participants -Restroom facilities -Tables and chairs or desks -Table for demo equipment/computer, Extension cords and power strips

3. Venue Fees and changes.

- a. ***Wyoming Tactical LLC will not be responsible for any venue fees.***
Any venue fees must be communicated to Wyoming Tactical LLC ***prior to class scheduling and finalization/website publication.*** The venue fees will be distributed evenly between Host and students. If venue fees are necessary or the fee totals change, the Host will contact Wyoming Tactical LLC immediately so that the proper communication can go out to the students. If the venue is forced to change, Wyoming Tactical LLC will be notified immediately by the Host so that communication can go out to the students.

4. Venue Setup:

a. Range

- i. Range should be clear of debris and closed off to the public for the duration of the course. Host is responsible for providing access to the range at least 1 hour before beginning of class to allow for initial course setup.

b. Classroom

- i. The classroom will be available to Wyoming Tactical LLC at least 2 hours before start of class to allow for set up, with tables/chairs. In addition to student tables, tables will be required by the instructor for projector/computer/speaker setup as well as sample materials/products. All manuals and/or accessories will be provided by Wyoming Tactical LLC and distributed prior to class.

5. CANCELLATION BY HOST

- a. A host ***MAY NOT*** cancel class voluntarily.
- b. **There will be a \$250.00 REFUNDABLE deposit made by the host before classes are scheduled**
 - i. **Deposits are refunded upon completion of class and all prerequisites are met**
- c. If there are venue problems, the host ***WILL*** locate and secure a secondary or tertiary venue. Host not responsible for force majeure (Acts of God). Wyoming Tactical LLC reserves the right to be the final approving authority on fees administered.

MISCELLANEOUS: The host will receive one (1) complimentary slot for the class.

-Minimum numbers for local (Wyoming) classes are six (6) paying students.

-Minimum numbers for out-of-state classes are ten (10) paying students.

-Maximum number for class will be twelve (12) students. -- Exceptions for class size may be made on a case-by-case basis.

Class set up (hosting agreement finalized and registration opened) will be accomplished no later than 45 days out from projected class date. If hosting agreement isn't received before then, the date will be nullified by us, (Wyoming Tactical LLC), and new dates will be secured by the host.

-This agreement must be signed and returned to Wyoming Tactical LLC within 5 business days of receipt.

- This agreement is valid for one calendar year from the date signed.

-All registration fees will be handled solely by Wyoming Tactical LLC and will be accomplished by the student going to our website, registering and paying there. This ensures an accurate count and logistical readiness.

Acknowledgement:

The Host hereby acknowledges that the host has read the foregoing Host Agreement Form and that the same accurately reflects the Host's understanding of the agreement between the Host and Wyoming Tactical LLC with respect to the subject matters thereof.

The parties hereto have caused this agreement to be executed in duplicate by their duly authorized representatives as of this ____ day of _____, 20____.

Host's Representative, Wyoming Tactical LLC's Representative

Print_____ Sign_____

Print_____ Sign_____

Class Date/Location: _____

Physical Address/Venue Name: _____

City _____ **State** _____ **Zip** _____

Host Information:

Name: _____

Phone: _____ **Email:** _____

Mailing/Shipping Address: _____

City _____ **State** _____ **Zip** _____