

HOST AGREEMENT

This is an agreement made on **August 26, 2011**, between **Dive Rescue International** and **The Neenah-Menasha Fire Rescue**, the hosting agency. We agree, and our agencies agree, to be the host for the training course entitled **Dive Rescue One** to be held in **Neenah, WI on October 21-23, 2011**.

I understand Dive Rescue International will provide the following:

- ❖ Qualified Instructor or Instructors.
- ❖ Registration of students and collection of tuition.
- ❖ Instructor fees, travel, and expenses.
- ❖ Custom training materials and/or textbooks.
- ❖ Customized brochure, marketing material and support.
- ❖ Screening of participants to ensure membership with a public safety agency.
- ❖ Certificate of Completion awarded to students performing at an acceptable level.
- ❖ A one-time 10% discount for equipment purchased from Dive Rescue International; this purchase must be made within 90 days of the class and applies to current retail prices.

Host responsibilities:

- ❖ Complete and return all paperwork by **September 16, 2011**.
- ❖ Act as a contact for inquiries concerning local information.
- ❖ Promote and publicize the course to other public safety agencies.
- ❖ Instructor transportation to and from the airport and during his/her stay.
- ❖ Arrange for all instructional facilities which include classroom, audio/visual equipment, swimming pool (10 ft deep) and training sites, as outlined in the Program Information Guide.
- ❖ In the event of cancellation, host will assist in notifying all registered students.

I understand that the maximum class size for the **Dive Rescue One** course is **20 participants**. The tuition for this course is **\$375.00 (US Funds) per student**. Upon receipt of **15 confirmed registrations**, my department may enroll up to **6 participants at no charge**. A minimum of **11 paid tuitions** will be required for this class to proceed.

Special Provisions: An invoice will be sent to the host department **2 weeks prior to the first day of the class**. Payment is expected in full within **30 days of invoice**. Registrants from outside agencies will be billed separately.

I understand that if I cancel the scheduled courses by **September 30, 2011**, I will have no financial obligation to Dive Rescue International. However, if cancellation is made after this date, I agree to compensate Dive Rescue International for any non-refundable preparation, shipping, or travel expenses.

I have carefully read this statement and understand and accept my obligations as the host.

Agency Authorized Representative

Print Name

Print Title

Date

Dive Rescue International, Inc.
Linda Meininger
Financial Services Manager

Date

Dive Rescue International, Inc.
Justin Fox
Training Program Director

Date

HOST SITE INFORMATION FORM

To the host: Complete this form and return to Dive Rescue International, 201 N. Link Lane, Fort Collins, CO 80524-2712, or fax to (970) 482-0893. **Due by: September 16, 2011.**

Course title: **Dive Rescue One**

Date: **October 21-23, 2011**

Please provide all information, as you want it to appear on the class brochure.

Host Agency Name: _____

Course Location: (City and State or Province) _____

Shipping Address: _____

Billing Address: _____

Location of the First Day of Course:

Building/Department: _____

Street: _____

City/State/Zip: _____

Class begins at (time): **8:00am**

Contact Person: please list two

Name: _____

Work Phone: _____ Home Phone: _____

Fax: _____ Pager: _____

Cell: _____ E-mail Address: _____

Name: _____

Work Phone: _____ Home Phone: _____

Fax: _____ Pager: _____

Cell: _____ E-mail Address: _____

Recommendation for Lodging:

Name: _____

Address: _____

Hotel Reservations Phone #: _____

Rates: Single: _____ Double: _____

Rates good through (date): _____

Group rate listed under: _____

Airport Destination for Instructor: _____

Drive time to airport: _____

CLASS REGISTRATIONS DUE BY **September 30, 2011**