



## WORKSHOP APPLICATION

Mission: Hunger Mountain Cooperative exists to create and sustain a vibrant community of healthy individuals, sustainable local food systems, and thriving cooperative commerce.

We curate workshops aligned with our mission as part of our goal to educate the community, offering diverse learning opportunities while holding presenters accountable for providing information that is well researched, accurate, and organized.

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Phone/email:** \_\_\_\_\_

**Please list certifications, qualifications and prior teaching experience, pertaining to this workshop:**

**Proposed date of workshop:** \_\_\_\_\_

*Weeknights between 5pm and 7:30pm*

**Please provide a short description using the guidelines below for print. You may attach a full description for our online calendar and website.** Email workshop title and description to [info@hungermountain.coop](mailto:info@hungermountain.coop). Character limits include spaces and punctuation. Outside advertising outlets have a strict limitation as outlined below. You may attach a hard copy or use the space below if you do not have access to email.

**Your name and credentials as you would like printed (60 characters):**

**Workshop title (40 characters):**

**Description (250 characters):**

**In order to assist you, the following is provided:**

- Community room capacity of 20 people, equipped with stackable chairs and foldable tables
- Access to a computer connected to a wall mounted television (*Technical assistance available upon request.*)
- Listings on our online calendar, in store, and in local publications. Presenter is responsible for further advertising
- A posted sign up list at the Co-op and RSVP confirmations
- Attendee feedback forms to be reviewed by community relations after each workshop
- Mezzanine bathroom access, and elevator access upon request

*Completed application and agreement can be emailed to community relations [info@hungermountain.coop](mailto:info@hungermountain.coop), dropped off at the customer service desk, or mailed to the attn. of Community Relations, Hunger Mountain Co-op, 623 Stone Cutters Way, Montpelier, VT 05602.*



## WORKSHOP PRESENTER AGREEMENT

### Review and initial each:

- \_\_\_\_\_ Workshops must align with our mission and the goals of our workshop program. Selection is based on a review of a completed application and signed agreement. Proposals are not guaranteed to be accepted and are scheduled on a first-come, first-served basis. We reserve the right to decline or cancel a workshop at any time.
- \_\_\_\_\_ Workshops are open to the public. No one is to feel unwelcome based on race, color, ancestry, religion/belief, sexual orientation, gender identity/expression, military status, disability, or any other categories protected by federal/state law. Workshops must be free of partisan politics and particular religions.
- \_\_\_\_\_ Workshops are for educational purposes to provide general information, not for promotion of a specific business, product, or service. Presenters are required to adhere to the same DSHEA guidelines as Co-op employees. They may offer support and information; they may not offer a diagnosis, cure, or treatment. Presenters may not solicit or persuade attendees to use a specific product or service, or privately sell material goods of any kind on the premises.
- \_\_\_\_\_ Workshop presenters should have credentials in the area to which they are speaking. Preference is given to workshops that are free to all attendees. With approval, a fee of no more than \$10 per person may be charged to cover materials, with Co-op members receiving a discount. Presenters are responsible for collecting fees.
- \_\_\_\_\_ Presenters are responsible for setup and cleanup, arriving 15-30 minutes before workshop begins. Room temperature is not modifiable; candles, incense, or any sort of open flame are prohibited. If more than 30 minutes prior to workshop time is necessary, room must be reserved with prior approval. If no one has arrived when the workshop is scheduled to begin, the presenter will wait 15 minutes. The room should be left how it was found.
- \_\_\_\_\_ Workshop presenters are responsible for providing all materials needed, including refreshments and printouts. Any foods or products used in the workshop must be available for purchase in our store. Alcohol is prohibited. All print materials and digital media must be submitted for review before the workshop date.
- \_\_\_\_\_ Workshops may be recorded by Onion River Community Access Media. ORCA will focus on the presenter and not the audience. Workshops with hands-on demonstrations, participation, or discussions will not be filmed. Co-op workshops are aired on ORCA's public access station and may be linked or uploaded to the Co-op's website or other online platforms.

**I have read and understand the above material, and commit to following these terms and conditions. I understand that failure to do so in due diligence will result in termination of my workshop presenting privileges at Hunger Mountain Co-op. I hereby for my heirs, my executors, and myself waive, release and hold harmless Hunger Mountain Co-op, its officers, directors, members and employees from any and all claims, liabilities, rights or cause of action of whatsoever kind or nature, arising from using the Co-op's community room.**

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

<b>FOR ADMINISTRATIVE USE ONLY:</b>			Date Received:	Date of Workshop:
<input type="checkbox"/> Completed Application	<input type="checkbox"/> Signed Agreement	<input type="checkbox"/> Title and Description		