Church and Event Booking Agreement

Speaking with Reta Wilson church programs workshops and retreats

This agreement records the confirmed event between Crowned With Purpose (CWP) and the host organization. It can cover speaking, a half-day workshop, a full-day retreat, a three-day women's retreat, or a 12-week church program. Complete the event schedule and written quote before signing. A request or payment alone does not reserve a date.

Host and confirmed event

Provider legal entity name:

_____

Host organization legal name:

_____

Host authorized representative and role:

_____

Host email and telephone:

_____

Event type title and intended audience:

_____

Dates times time zone and location or Zoom format:

_____

Number and length of teaching sessions and breaks:

_____

Expected attendance and adult or minor participation:

_____

Teaching fee and written quote

Current starting fees are $350 for speaking up to 60 minutes; $750 for a half-day workshop up to three hours; and $1,250 for a full day of retreat teaching. Preparation is included. A three-day retreat or 12-week church program requires a custom written quote. Travel, lodging, participant workbooks, and other agreed expenses are quoted separately. Starting fees do not promise a custom event for that price.

Teaching fee and included services in USD:

_____

Approved travel lodging materials and other expenses:

_____

Total agreed event price in USD and quote reference:

_____

Payment and confirmation

A 25% deposit toward the agreed total is required to confirm the approved booking, together with the completed agreement and CWP's written date confirmation. The deposit is credited to the total. The base-fee deposits are $87.50 toward $350, $187.50 toward $750, and $312.50 toward $1,250. A custom quote determines the deposit for a different total.

Deposit amount and due date:

_____

Payments already received:

_____

Remaining agreed balance and exact due date:

_____

The host pays only the completed written quote and approved changes. Do not pay the full total again after paying a deposit. No automatic debit, recurring charge, extra fee, or accelerated balance is authorized. The person signing for an organization confirms authority to bind that organization; signing in a representative role does not by itself create a personal guarantee.

Teaching and host responsibilities

Reta Wilson currently leads the event teaching. CWP provides Christ-centered biblical education, testimony, prayer, and guided reflection within the agreed scope. This is not psychotherapy, diagnosis, medical care, substance use treatment, or emergency response. No attendance, spiritual, emotional, relational, health, or financial result is guaranteed.

The host coordinates its venue or Zoom arrangements, safe access, ordinary event logistics, and participant information. Confirm the meeting technology, accessibility or language requests, session timetable, and any safeguarding arrangements before the event. An online event does not give a right to record or redistribute the teaching.

Venue technology accessibility language and host arrangements:

_____

The host retains responsibility for appropriate supervision and its safeguarding arrangements if minors attend. The parties must confirm any required guardian consent and specific CWP participation arrangements before a minor receives individual mentoring. This host agreement does not supply an individual participant's or guardian's consent.

Cancellation and changes

Notify the other party promptly in writing if a date or scope must change. A replacement date depends on mutual agreement and availability. Any additional cost, changed service, approved nonrecoverable expense, or revised due date must be stated and accepted in writing. No penalty or additional cancellation charge is created by an uncompleted field.

Event specific notice rescheduling and approved expense terms:

_____

For the host's voluntary cancellation or withdrawal, payments toward the agreed booking are nonrefundable except where applicable law requires otherwise. An unpaid agreed balance remains subject to the completed original payment schedule unless the parties accept a written revision or release. CWP will not collect an unstated fee. Mandatory cancellation, refund, dispute, and other legal rights remain protected.

If CWP cancels and cannot provide the agreed event, the host may accept a mutually agreed replacement or receive a refund of the amounts paid to CWP for services not provided. A substitute teacher, materially different program, or credit requires the host's agreement. Neither party promises reimbursement of third-party expenses unless expressly agreed or required by law.

If illness, venue closure, severe weather, technology failure, or another event outside reasonable control prevents delivery, the parties will promptly discuss rescheduling or a written adjustment. This paragraph creates no automatic forfeiture, added fee, or waiver of legal rights.

Privacy materials and recording

CWP and the host will use private contact and administrative information only for this booking and necessary records or legal obligations. The host should not send private prayer requests, health information, or participant lists without a clear need and appropriate permission. Group participants can hear what is shared; privacy by other attendees cannot be guaranteed. Required legal or safety disclosures remain possible.

The fee pays for the agreed teaching and permitted participant use of lawfully supplied materials. It does not transfer curriculum ownership, grant coach certification, or authorize the host to copy, rebrand, sell, teach, or distribute protected CWP materials. Recording, photography, livestreaming, transcription, publicity, and use of testimony require separate written scope and informed permission from affected people. No media release is included.

Acceptance and signatures

The completed event details, written quote, approved attachments, and this agreement describe the parties' arrangement. The parties may ask questions and seek independent advice before signing. Any material change requires written acceptance by authorized representatives. Nothing in this agreement waives rights that cannot lawfully be waived.

Electronic signing is optional. Contact CWP for a paper alternative. Each party receives or may retain the completed agreement. An intake submission does not accept these terms, authorize a payment, or create an individual mentoring relationship.

Written quote and incorporated attachment references:

_____

Host authorized representative printed name and title:

_____

Host representative signature:

_____

Host representative date:

_____

CWP authorized representative printed name and title:

_____

CWP representative signature:

_____

CWP representative date:

_____

Routine booking contact: Reta Wilson, hello@crownedwithpurpose.co. This contact is for program and event administration, not emergency response.