

**APPLICATION and AGREEMENT**  
**FOR HOSTING A EQUIPMENT-BASED WORKSHOP**

HOST FACILITY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY & STATE & ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
WEBSITE \_\_\_\_\_  
Director Name \_\_\_\_\_  
Director Phone \_\_\_\_\_  
Director E-mail \_\_\_\_\_

I \_\_\_\_\_ (host facility director) wish to apply to have PILATES INSTITUTTE OF AMERICA (PIA) come to the facility named above and conduct a live workshop for:

- \_\_\_ Reformer I
- \_\_\_ Reformer II plus testing
- \_\_\_ Cadillac/Tower I
- \_\_\_ Cadillac/Tower II plus testing
- \_\_\_ Chair I & II plus testing
- \_\_\_ Barrels I
- \_\_\_ Barrels II plus testing
- \_\_\_ Advanced Studio

I wish to have this live workshop conducted on:  
\_\_\_ Day 1 & \_\_\_ Day 2 \_\_\_\_\_ month \_\_\_ year

I understand that I must provide PIA with the following:

1. The use of a room large enough to accommodate up to 12 people
2. Pilates apparatus made by Balanced Body, Stott Pilates or Peak Pilates ONLY
3. Access to the facility and room from 9am to 6pm on Day 1 and 9am to 5pm on Day 2
4. At least 1 piece of Pilates apparatus per every 3 people (1 piece per two students is preferred)
5. At least ONE full length (from baseboard up) mirror in the said room
6. Temperature control within the said room

I understand that in order for PIA to send an authorized Master instructor to our facility to conduct this teacher training workshop I must provide PIA with a total tuition of \$\_\_\_\_\_ and can place up to \_\_\_\_\_ students in this workshop. The tuition cost includes manual and testing (where applicable) plus certificates of completion. I will provide PIA with the names, phone numbers and e-mail addresses of these students no later than 4 weeks before Day 1 of the workshop.

I agree to give PIA permission to add up to another 4 people of their choosing into this workshop (space permitting) and I understand that this will in no way alter my financial and physical responsibilities and liabilities for this workshop.

I also understand that I must provide PIA with a 50% deposit within two weeks of the date of this application in order to hold the above date, reserve the instructor and book this live workshop. I also agree that the remaining 50% tuition will be paid by \_\_\_\_\_ and no later than two weeks prior to Day 1 of the workshop.

I agree to all of the above and release **PILATES INSTITUTE OF AMERICA** , from any and all liability during and immediately following the above workshop.

Signed \_\_\_\_\_ Date \_\_\_\_\_

For Reformer, Tower, Chair or Barrel workshops at least 4 pieces of reputable Pilates apparatus must be available. PIA shall arrange and agree with the above host facility to organize the above workshop around the host facility's normal weekend group fitness or Pilates studio schedule without any sacrifice to the club or its membership. The host facility agrees to allow PIA to use any available free space in the facility during the hours of 8am-6pm Saturday and 8am- 4pm on Sunday.

As a thank you for hosting the above workshop, the **HOST FACILITY** shall receive **1FREE** registration for its employees. This "comp" ( a **\$650** value) may be split between employees to allow for discounted enrollments. The facility shall notify PIA with the name/s of these persons at least 10 days prior to the workshop and all payments must be complete prior to the workshop.

**PILATES INSTITUTE OF AMERICA** and **HOST FACILITY** must discuss, no later than **7 days** prior to the workshop, the total number of participants enrolled. If minimum numbers have not been met, **PILATES INSTITUTE OF AMERICA** shall have the right to cancel workshop.