



## RAIN BARREL WORKSHOP TERMS AND CONDITIONS

---

Thank you for your interest in hosting a rain barrel workshop. By contributing to this program you will be helping your community with stormwater management. Polluted stormwater runoff is the largest source of pollutants to our local waterways, and this workshop will provide community education on how their use of rain barrels and other “green infrastructure” practices can help reduce stormwater pollution and localized flooding, and promote water conservation.

As a workshop host, we ask for your cooperation and commitment to the following:

- The price per barrel is \$50. This cost may be borne by workshop participants, or subsidized by you and your organization.
- The minimum number of workshop participants is ten (10). As host, you are guaranteeing that you will pay any balance to ensure that we will receive a minimum of \$500 for this event.
- To ensure an equitable distribution of these low-cost rain barrels, registrants will be limited to two (2) rain barrels per household.
- For public workshops, WMEAC will provide event marketing on its website, flyers, and social media. If you want to limit attendance for a private workshop, you will be responsible for all marketing and promotion.
- WMEAC recommends that you provide us with an opportunity for a pre-workshop facility assessment to determine AV needs/availability, spatial arrangement, workshop capacity, storage possibilities, and other logistics.
- Workshop participants will register and pay in advance of the workshop so that the correct number of barrels will be available on site. WMEAC has an online registration page for this purpose: <https://wmeac.org/rainbarrels/>. If you would like to make alternative arrangements to take registrations on your website or at your place of business, you will provide registrant information and payments to WMEAC one (1) week prior to the workshop.
- Refunds will not be provided to workshop participants who fail to provide notice that they will be unable to attend the workshop within forty-eight (48) hours of the scheduled workshop.
- WMEAC will provide one (1) staff person for every twenty (20) participants, who are registered one (1) week prior to the workshop.

- WMEAC will provide tools, barrels, and rain barrel components. WMEAC will be responsible for transporting barrels to the workshop. Workshop participants are recommended to bring work gloves and eye protection.
- Participants will be responsible for transporting barrels from the workshop. You agree to store any barrels for participants who need to make arrangements for alternative transportation. You may set the terms and conditions for such storage.
- WMEAC will bring an additional barrel for every ten (10) registered workshop participants for walk-ins. WMEAC will transport any unclaimed barrels away from the facility at the conclusion of the workshop.
- Workshop content will include basic watershed concepts, stormwater pollution, and green infrastructure. Participants will participate in the assembly of their own rain barrel.
- If you must cancel the workshop for any reason, WMEAC requests one (1) weeks' notice. If you cancel the workshop less than a week before it is scheduled, you agree to pay a \$100 cancelation fee.

I have read the information provided above and agree to the terms and conditions outlined in this packet.

X \_\_\_\_\_ Organization: \_\_\_\_\_  
 (Rep. Name Printed)

X \_\_\_\_\_ Date: \_\_\_\_\_  
 (Rep. Signature)

Received and agreed to on behalf of WMEAC:

X \_\_\_\_\_ Title: \_\_\_\_\_  
 (Rep. Name Printed)

X \_\_\_\_\_ Date: \_\_\_\_\_  
 (Rep. Signature)

WORKSHOP DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_