

Host Agreement

Independent Event Partnership Agreement

Just Self Defence | Host Success Pack

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This Agreement is entered into between **Just Self Defence (JSD)**, a self-defence training provider, and the individual named below as the **Host Organiser**. By signing this Agreement, both parties confirm their understanding of and commitment to the terms set out below. This Agreement must be signed and returned to JSD before any event booking is confirmed.

1. Host Details

Full Name

Organisation / Business Name (if applicable)

Address

Email Address

Phone Number

2. Nature of This Agreement

This is an Independent Event Partnership Agreement. The Host Organiser is not an employee, agent, representative, or franchisee of Just Self Defence. This agreement does not create any employment relationship, partnership, or joint venture between the Host and JSD.

The Host Organiser agrees and understands that they are:

- An independent individual or organisation arranging a local event.
- Solely responsible for the organisation, promotion, and financial management of the event.
- Not employed by, contracted to, or acting as a representative of JSD.
- Not authorised to present themselves as JSD staff, an official JSD representative, or a JSD instructor unless separately and explicitly approved in writing by JSD.
- Not authorised to make any commitments, promises, or statements on behalf of JSD.

3. Host Responsibilities

By entering into this Agreement, the Host Organiser accepts full responsibility for the following:

Venue Sourcing, booking, and paying for a suitable venue that meets JSD's basic space and safety requirements.

Promotion Marketing and promoting the event to recruit sufficient participants.

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Participant Management	Acting as the primary point of contact for all participants, including managing enquiries, bookings, and communications.
Payments & Refunds	Collecting all participant payments and managing any refunds in accordance with applicable consumer regulations and the host's own booking terms.
Documentation	Distributing, collecting, and returning all required JSD forms on time, including the Enrolment Form, Registration Form, and Venue Safety Form.
Venue Safety	Ensuring the venue meets basic health and safety standards and completing the JSD Venue Safety & Instructor Access Form before the event.
Legal Compliance	Complying with all applicable local laws, regulations, and obligations relating to the organisation of a public or private event.
Event Communication	Informing participants of all relevant event details including date, time, venue, pricing, and any course-specific requirements.

4. Financial Responsibility

JSD's sole financial obligation is the delivery of the agreed training course by a qualified instructor. All other financial matters are the sole responsibility of the Host Organiser.

JSD accepts no financial liability for:

- Participant refunds or payment disputes.
- Venue hire costs, deposits, or cancellation fees.
- Advertising, marketing, or promotional costs incurred by the host.
- Any losses arising from insufficient participant bookings.
- Any debts, financial commitments, or agreements entered into by the Host.
- Any costs or financial arrangements made independently by the Host in connection with the event.

The Host Organiser is solely responsible for setting participant pricing, collecting payments, and managing their own profit, loss, and financial risk associated with the event.

5. Promotion & Branding

The Host Organiser is permitted to promote the JSD event using materials and branding provided or approved by JSD. In doing so, the Host agrees to the following:

The Host must:

- Represent Just Self Defence accurately and professionally in all promotional materials.
- Ensure all advertised information — including course content, dates, pricing, and outcomes — is accurate.
- Use only JSD-approved logos, branding, and course descriptions.
- Make clear in all promotions that they are the event organiser and not a JSD employee or instructor.

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The Host must not:

- Make exaggerated, misleading, or unsubstantiated claims about the course or JSD.
- Present themselves as a JSD instructor, representative, or member of staff.
- Claim qualifications, credentials, or endorsements not explicitly confirmed by JSD in writing.
- Alter, distort, or misuse the JSD logo or brand identity.
- Create promotional materials that could bring JSD into disrepute.

6. Deposits & Payments

Item	Amount	Details
Registration Fee	£20	Non-refundable. Required to access the Host Success Pack. Redeemable against the instructor booking deposit.
Instructor Booking Deposit	£50	Required to secure the instructor and confirm the event date. The £20 registration fee is deducted at this stage, leaving a net deposit of £30 for first-time bookings. Non-refundable.
Remaining Balance	As agreed	The outstanding instructor fee must be paid in full no later than 7 days before the event date. Failure to pay may result in the instructor not attending.
Subsequent Bookings	£50 deposit	For each additional event booking after the first, the full £50 instructor booking deposit applies.

7. Cancellation

Cancellation by the Host:

- If the Host cancels the event for any reason, the instructor booking deposit is non-refundable.
- The Host is solely responsible for any resulting costs, including venue cancellation fees and participant refunds.
- JSD must be notified of any cancellation by email as soon as possible.

Cancellation by JSD:

- If JSD must cancel due to instructor illness, personal emergency, or circumstances beyond reasonable control, JSD will notify the Host as soon as possible and offer either a full refund of the instructor deposit or a transfer to an alternative date.
- If JSD cancels due to the venue being deemed unsafe or unsuitable upon arrival, and the Host has been made aware of the requirements in advance, the deposit may be retained at JSD's discretion.
- JSD accepts no liability for any consequential losses arising from a cancellation, including venue costs, advertising expenses, or participant refunds.

8. Insurance & Liability

- JSD instructors operate with appropriate public liability insurance covering the delivery of the training course.

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- The Host Organiser is responsible for ensuring the venue has adequate insurance or cover for hosting a public or private event. JSD accepts no liability for venue-related incidents.
- Participants attend and train at their own risk, as confirmed by the signed Enrolment Form.
- The Host is responsible for ensuring participants have completed and signed the JSD Enrolment Form before training begins.
- JSD accepts no liability for injury, loss, or damage arising from the Host's failure to meet their responsibilities under this Agreement.
- The Host Organiser is solely responsible for their own public liability obligations in connection with organising the event.

9. Data Protection & GDPR

As Host Organiser, you will collect and handle personal data on behalf of participants, including names, contact details, medical information, and emergency contacts. By signing this Agreement, you confirm that you will:

- Collect participant data only for the purposes of administering the event.
- Store all personal data securely and ensure it is not accessible to unauthorised persons.
- Share participant data only with JSD and those directly involved in delivering the course.
- Not use participant data for any marketing, commercial, or secondary purpose without explicit consent.
- Delete all participant personal data securely once it is no longer required for event administration.
- Comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 in all handling of participant information.

Please note: participant data collected via JSD forms includes sensitive information such as medical conditions and emergency contacts. This data must be treated with the highest level of care and deleted promptly once the event has concluded.

10. Confirmation & Signature

Please read each statement carefully and tick to confirm your understanding and agreement:

- I confirm that I am entering into this agreement as an independent event organiser and not as an employee or representative of Just Self Defence.
- I accept full responsibility for the organisation, promotion, financial management, and administration of the event.
- I understand that all participant payments, refunds, and venue costs are my sole responsibility and that JSD has no financial liability in these matters.
- I agree to represent Just Self Defence accurately and professionally in all promotional and communication activity.
- I confirm that I will handle all participant personal data in accordance with UK GDPR and the Data Protection Act 2018.
- I understand that the instructor booking deposit is non-refundable and that the remaining balance must be paid no later than 7 days before the event.

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I confirm that I have read, understood, and agree to all terms set out in this Host Agreement.

By signing below, I confirm that I have read and understood this Host Agreement in full and agree to be bound by its terms. I understand that this agreement takes effect upon payment of the instructor booking deposit.

Host Full Name (print)

Date

Host Signature

For Just Self Defence (office use only):

Received by

Date received

Please sign and return this agreement to JSD before your event is confirmed. Email: justselfdefence@gmail.com