



Holland Hospital, Center for Good Health
175 South Waverly Road
Holland, Michigan 49423-7907
616.394.3344 reception
616.994.0282 fax

Professional Services Agreement

To:

Hamilton Community Schools
3846 58th Street
Holland, MI 49423
Phone (269)751-5630
Fax (269)751-2901

From:

William D. Reed
CPR Training Center Coordinator
175 South Waverly Road
Holland, MI 49423
wreed@hollandhospital.org
616.494.4248 office
616.994.0282 fax

Event Name:

Heartsaver First Aid/CPR/AED/BBP course

Event Date and Time:

Thursday, October 27th, 8:00 am - 2:30 pm

Event Cost:

~~\$ 70.00~~ per student
\$ 50.00 each OAISS reduced rate
plus \$100.00 onsite fee

American Heart Association Heartsaver First Aid with CPR/AED and Bloodborne Pathogen training at Hamilton Middle School for a minimum of twenty (20) and up to forty (40) students. Two year certification cards will be issued to each student upon successful completion of the course.

Your signature, on behalf of your organization, indicates your commitment to the events and your agreement to abide by the policies outlined in this document. Please sign and return this document to the address listed above.



Hamilton Community Schools
Organization

10/19/11
Date

Jodi Gogolin

Center for Good Health
Organization

Date

Event host must provide the following:

- Delivery of course materials to students prior to class (usually 72 hours) to allow for study.
- Suitable classroom location including tables with chairs and open floorspace for skills practice.
- Television monitor with DVD player and other appropriate classroom facilities.

Recording Policy:

- Center for Good Health presentations may **NOT** be video-taped, audio-taped or otherwise recorded, without expressed written consent of the Center for Good Health. Requests must be made at least 14 days prior to the event.

Rescheduling:

- Rescheduling may be possible, based on availability, after the originally scheduled date.
- Rescheduling an event within the **two weeks** (on or after) prior to the event means that the original event has been cancelled, and the appropriate cancellation fees will apply.

Cancellations:

- Cancellations with **more than two weeks** (on or before) notice prior to the scheduled class are at no charge.
- Cancellations with **less than two weeks** (on or after) notice prior to the scheduled class will be billed at 50% of the cost of the class.
- Cancellations with **less than two business days** (on or after) notice prior to the scheduled class will be billed at 100% of the cost of the class, including those classes cancelled due to low/no participation at the time of the event.

Payment:

- Parties will be invoiced upon completion of the event. Payment will be expected within 30 days of invoice date.

Refunds:

- Holland Hospital's Center for Good Health will not issue refunds for events that have been cancelled due to inclement weather or other circumstances beyond our control. No refunds will be issued after the event has been held under any circumstances.