

SAMPLE AGREEMENT FRAMEWORK

BESPOKE IN-PERSON INTENSIVE AGREEMENT

Notice: This sample document outlines the standard contractual terms, conditions, and operational policies governing bespoke in-person intensives facilitated by Shavasti. A formal, executed contract with finalized figures will be provided upon booking confirmation.

FACILITATOR:

Shavasti (“Facilitator”)

CLIENT:

[Client Name / Entity Name] (“Client”)

1. SCOPE OF ENGAGEMENT

The Client engages the Facilitator to provide a Bespoke In-Person Intensive, encompassing systemically informed personal process work, Systemic Family Constellations, and optional somatic/energy integration, as agreed upon by both parties.

- **Location of Engagement:** [Location / City / Private Residence]
- **Engagement Dates:** [Start Date] until [End Date]
- **Total Days Reserved:** [Number] Total Days (comprising Working Days, Rest/Acclimatisation Days, and Travel Days).
- **Minimum Commitment:** Private international engagements require a minimum of **3 Working Days** to ensure adequate depth, focus, and integration.
- **Daily Structure & Integration:** Each Working Day comprises up to 3–4 hours of direct formal facilitation, balanced with informal availability for integration (e.g., relaxed, one-on-one meals, walks, or casual coffee time) at the mutual discretion of both parties.
- **Preservation of Presence:** During our time together, the Facilitator is very happy to share relaxed, one-on-one meals, walks, or casual coffee time for informal integration—these moments often allow the work to settle naturally. However, it is a strict rule that the Facilitator never attends parties or larger social gatherings whilst on an intensive. Keeping evenings quiet and contained ensures energy, focus, and total presence are preserved strictly for the Client and their process.

2. SCHEDULE OF FEES & STRUCTURE

To properly account for international travel, time-zone adjustment, and total focus during the engagement, fees are structured into distinct tiers:

DAY TYPE	DESCRIPTION	FEE PER DAY
Working Day (Minimum 3 Days)	In-person facilitation (3–4 hrs formal work + informal presence)	[Agreed Working Day Rate]
Rest / Acclimatisation Day	Mandatory rest day(s) upon arrival to manage jet lag and ensure optimal preparation	[Agreed Rest Day Rate]
Travel Day	Dedicated transit days to and from the engagement location	[Agreed Travel Day Rate]

Rest Day Policy: To guarantee peak delivery and energy during facilitation, mandatory Rest Days are allocated prior to the first Working Day based on time-zone shifts from London:

- **3 to 5-Hour Time Difference** (e.g., Middle East / Gulf / New York): Minimum 1 Rest Day required upon arrival.
- **6+ Hour Time Difference** (e.g., West Coast US / East Asia / Transatlantic / Long-Haul): Minimum 2 Rest Days required upon arrival.

On-Site Extension Policy: Should the Client request additional working days or session blocks on-site for other family members, individuals, or topics, additional days will be billed at [Agreed Working Day Rate] per Working Day (plus daily per diem). Any ticket change fees or fare differences incurred by adjusting travel arrangements will be covered entirely by the Client and added to the final balance invoice.

3. TRAVEL, ACCOMMODATION & INCIDENTAL EXPENSES

All travel logistics and expenses must meet the following minimum requirements and are to be paid or reimbursed entirely by the Client:

- **Air Transit:** Business Class (Fully flexible / refundable fare to allow necessary schedule adjustments), booked with the airline chosen by the Facilitator.
- **Accommodation:** Premium hotel accommodation including breakfast (or equivalent private estate suite) approved by the Facilitator for the entire duration of the stay (including travel and rest days).
- **Ground Transportation:** Private, seamless transfers for all airport transit, venue transport, and engagement-related travel.
- **Daily Allowance (Per Diem):** A fixed daily allowance for Working and Rest Days to cover remaining meals, non-alcoholic beverages, and personal incidentals (travel days excluded), payable alongside the balance payment prior to departure. No receipt submission required.

4. TERMS OF PAYMENT & DEPOSIT

- **Booking Deposit:** A non-refundable deposit of **50% of the total estimated professional fees**, plus **100% of the airfare costs**, is required upon email acceptance to secure the dates on the Facilitator's calendar.
- **Balance Payment:** The remaining balance of the professional fees and estimated expenses is due no later than **14 days prior to departure**.

5. RESCHEDULING, CANCELLATION & FORFEIT TERMS

A. Client Cancellation

Due to the exclusive nature of private international engagements and the holding of multi-day calendar blocks:

- **Cancellation after booking:** In the event of cancellation by the Client at any time following email acceptance of this Agreement, all pre-paid airfares are strictly non-refundable and retained by the Facilitator as compensation for calendar holding and scheduling disruption.
- **Cancellation within 14 days of departure:** The Client forfeits the 50% deposit in addition to pre-paid airfare costs, and the remaining balance of professional fees becomes immediately due and payable.

B. Date Rescheduling

- If the Client requests to move the confirmed dates more than 21 days prior to departure, a standard Administrative Date-Change Fee will apply, plus any airline ticket change fees or fare differences.
- Rescheduling requests made within 21 days of departure will generally be treated as a cancellation under Section 5A. However, if mutually agreeable alternative dates within 90 days of the original departure date can be confirmed by both parties within 5 business days of the request, pre-paid fees may be applied toward

the new engagement, subject to the Administrative Date-Change Fee and any airline ticket change fees or fare differences.

6. CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT (NDA)

- The Facilitator maintains absolute discretion regarding the identity, status, location, and personal details of the Client.
- If requested by either party, a separate, mutually agreed Non-Disclosure Agreement (NDA) may be executed alongside this contract without altering the fee or operational structure contained herein.

7. ACCEPTANCE & MUTUAL AGREEMENT

Your email reply confirming acceptance indicates and affirms your commitment to this agreement, grounded in mutual trust, respect, and clear understanding under the terms outlined above.

FOR THE FACILITATOR:

FOR THE CLIENT:

Shavasti

Facilitator

Date: _____

[Client Name / Entity Name]

Client / Authorized Signatory

Date: _____