



# HOSTING AGREEMENT

## I. PROCEDURE AND REQUIREMENTS FOR HOSTING TRITON TRAINING GROUP

1. Select a **proposed** date to conduct the course. Please allow a minimum of 120 days lead time to effectively market the course.
2. Contact Triton Training Group for class availability at **(276) 266-4254**. The following are to be forwarded to the TTG by the Host:
  - a) A completed Host Contract / Checklist (attached) with supporting area maps, directions to the training site and hotel information. Please send electronically to [le@tritontraininggroup.com](mailto:le@tritontraininggroup.com)
  - b) Notification of registration option desired (Host or Contract Class).
  - c) Names and e-mail addresses for your Host Spots, (Option 1 only), should be e-mailed to [le@tritontraininggroup.com](mailto:le@tritontraininggroup.com) at least two weeks prior to the course date.
  - d) List of requirements for hosting an onsite class from your agency, ie insurance, vendor packet, etc.

Once all documents have been processed and a date has been confirmed, Triton Training Group will return the signed accepted host agreement with the Course Advertisement flyer and an invoice, if needed.

Upon receipt of the forwarded agreement, the Host will advertise the program to qualified individuals in the region in order to ensure maximum class participation.

It is the Hosts responsibility to ensure that an authorized person will be present to allow for UPS, USPS, ESTES, or ODFL pickup and receipt of packages, once arrangements have been made by the Training Coordinator at Triton Training Group for shipping. Hosts are responsible for securing and holding all shipments until such time as UPS, USPS, ESTES, or ODFL takes custody of the packages from the Host Agency.

The Training Coordinator of Triton Training Group will be responsible for completing a return of service pickup from the Host Agency as soon as the next training site is determined.

**All classes are Law Enforcement only. The inclusion of non-law enforcement students is solely at the discretion of the hosting agency.**

## **II. FACILITY / CLASSROOM REQUIREMENTS:**

### **Armorer Courses**

1. A climate-controlled classroom of sufficient size to hold a minimum of 20 students with sturdy tables, chairs, and lighting suitable for small parts assembly work.
2. Projector and Projector screen with HDMI or VGA hookups.
3. **Secure room to lock up and store training weapons.**

### **Live-Fire Firearms Training**

#### **Range Diagnostics Course:**

1. 10 Yard Range, minimum
2. Climate controlled classroom with dry erase board and overhead projection

#### **Additional Items:**

1. First Aid Kit.
2. Break area and restroom facilities for student use.

## **III. TUITION / REGISTRATION OPTIONS**

Triton Training Group offers two options for setting up and conducting Host Courses which are required prior to conducting Host Courses:

1. Training Group Registration  
The Host chooses to have all students register directly with Triton Training Group. TTG will collect and administer all tuition monies. Host accepts additional responsibilities as outlined.
2. Contract Class – Agency purchases the entire course up front at a rate set by the TTG. Contact Triton Training Group's Training Coordinator at (276) 266-4254. A roster needs to be provided **two** weeks in advance of the class in order to have student Certificate of Achievements prepared and delivered to the class site.

Training Group Registration:

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Hosts who elect Training Group Registration will direct students to the Triton Training Group website at [www.tritontraininggroup.com](http://www.tritontraininggroup.com) for registration with a credit card. If using any other forms of payment, PO or check, they need to contact Triton Training Group at (276) 266-4254.

In order to administer a program, the required minimum paid enrollment must be confirmed 15 days prior to the start date for the program selected based upon the following schedule. Failure to meet minimum requirements will result in course cancellation or rescheduling.

<u>Training Program</u>	<u>Student Enrollment</u>	
	<u>Minimum</u>	<u>Maximum</u>
870 Remington Shotgun Armorer, 16 Hour	15	25
AR15/M4 (Unbranded) Armorer, 16 Hour	15	25
700 Remington Rifle, 8 Hour	10	25
Advanced AR15 Armorer Diagnostics, 24 Hour	10	15
1187 Remington Shotgun Armorer, 8 Hour	10	25

\*\* Exception to the above minimum and maximum will be addressed on a case-by-case basis.

Course Tuition

870 Remington Shotgun Armorer, 16 Hour	\$450.00 per student
AR15/M4 (Unbranded) Armorer, 16 Hour	\$450.00 per student
700 Remington Rifle Armorer, 8 Hour	\$250.00 per student
Advanced AR15 Armorer Diagnostics, 8 Hour	\$250.00 per student
1187 Remington Shotgun Armorer, 8 Hour	\$250.00 per student

Contract Class:

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Hosting Agency will provide Triton Training Group with a Purchase Order, credit card or check, a **minimum** of three weeks in advance of the scheduled class. Hosts are not allowed to “sell” class space to outside agencies for more that the pricing listed above per student.

**TRITON TRAINING GROUP  
HOST CONTRACT AND CHECKLIST**

Training Course(s) requested:

Course Name: \_\_\_\_\_ Date: \_\_\_\_\_ Contract Price / Tuition Price: \_\_\_\_\_

- 1
- 2.
- 3.

The Host agrees to provide the following:

- \_\_\_\_\_ Regional advertising of the training program.
- \_\_\_\_\_ Sufficient classroom facilities in accordance with Host Requirements.

*OPTION 1 – TRITON TRAINING GROUP REGISTRATION (Please check  as you review and accept)*

\_\_\_\_\_ We choose to have all students register directly with Triton Training Group. All payments will be rendered directly to Triton Training Group during the registration process.

**OR**

*OPTION 2 – CLOSED CONTRACTED CLASS (Please check  as you review and accept)*

\_\_\_\_\_ We choose to purchase the course(s). We accept responsibility for REGISTRATION and will provide a roster two weeks in advance of the class. (Please see payment requirements for Contract Class on Page 2.)

**INCENTIVES:**

Free hosting spots are only given if there are no facility use costs applied to TTG or the students. Hosting agencies receive 1 free spot in each class for hosting. One additional free spot in class will be granted to the hosting agency after the number of paid students reaches 15 in that class. A maximum of 2 free spots per class will be awarded to the hosting agency. Any deviation from this will be at the sole discretion of the training coordinator.

**Administrative / Contact Information**

Please provide the name of the Host Coordinator, complete with phone and fax numbers.

Host Coordinator (name): \_\_\_\_\_

Direct Phone#: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Coordinator (name): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Shipping address (No P.O. Boxes) for all course materials:

Host Agency or Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

The training site's complete name and address (if different from above):

Name of Site: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # on Site: \_\_\_\_\_ Is a Forklift or Loading Dock at the location: \_\_\_\_\_

Triton Training Group will provide each Host Coordinator with a Training Flyer for each hosted Armorer Course. This document can be used to advertise the course.

**I have read and understand the parameters of the registration method selected.**

**My signature indicates my understanding and acceptance of the conditions set forth as a Host for the Triton Training Group.**

\_\_\_\_\_  
Host Agency or Business Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Triton Training Group

\_\_\_\_\_  
Date

Triton Training Group  
Post Office Box 388  
Max Meadows, VA 24360  
(276) 266-4254  
Website: [www.tritontraininggroup.com](http://www.tritontraininggroup.com)  
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