

## Book a Private Event

- 1) Minimum 20 agents. Booking firm will pay the difference if there are less than 20 attendees.
- 2) There is a \$100 non-refundable booking fee paid by the booking firm at time of booking.
- 3) Fee for class may be paid by agents, firm, or a combination.
- 4) Fee structure is as follows for any classes already approved by the Texas Real Estate Commission:
  - a. 1-hour class is \$15 per person.
  - b. 3-hour class is \$25 per person.
  - c. 4-hour class is \$30 per person.
  - d. 6-hour class is \$50 per person.
- 5) Payment is by PayPal ([www.PayPal.me/LHREE](http://www.PayPal.me/LHREE)), Venmo ([venmo.com@LloydHampton](https://venmo.com/@LloydHampton)), or by check.
- 6) All fees are due in advance and must be paid by noon of the day before class.
- 7) Checks must be received no later than day before class at 5122 Glentworth Ct., Houston TX 77084.
- 8) Please make checks payable to Lloyd Hampton. Include agent's name and date of class on the check.
- 9) Enrollment is also in advance by noon of the day before class. No enrollment after that time.
- 10) Agents must email name, license number, date, and name of class to [Lloyd@LHREE.com](mailto:Lloyd@LHREE.com).
- 11) Custom written classes are subject to fees for writing & creating materials at rates to be negotiated .
- 12) TREC credit will be posted the day of class.
- 13) No bookings by title or mortgage companies. Events are available to brokerages only.
- 14) All classes are held by Zoom with links to class sent out the evening before class.
- 15) A copy of the course materials and this document will be attached to the Zoom instructions.
- 16) Each attendee must attend on a desktop, notebook, or tablet computer. No rooms of attendees.
- 17) Attendance is not allowed on phones or in a car as either a passenger or driver.
- 18) All classes are for TREC credit only. No "I'm just going to listen in and not be on camera".
- 19) All TREC rules for online classes will be reviewed before class and strictly enforced.
- 20) Check-in will begin 30 minutes before class starts so get in early. Don't wait til the last minute.
- 21) Class will be locked at the agreed start time with no admittance after that time and no refunds.
- 22) A 10-minute break will be taken each hour with a lunch break for days of 6 hours or more.
- 23) Attendees do not have to pass a test for any class.
- 24) Attendees must:
  - a. Be on camera the entire time and must be reasonably close to their camera.
  - b. Not move their camera around or walk around with their computer.
  - c. Not use virtual backgrounds except for "blur".
  - d. Not text, email, take phone calls, or hold conversations with others during class.
  - e. Not step away from their camera except to go to the restroom (Put "RR" in the Chat.)

I look forward to seeing you in class.

Sincerely,

*Lloyd Hampton*

Owner, Lloyd Hampton Real Estate Education (TREC Provider 9844).