

Matter of Trust Eco-Hub
 Space Rental Agreement

Thank you so much for choosing the Matter of Trust Eco-Hub! We are very excited to work with you to ensure that this event is delightfully memorable for your group!

Participant Information: Name of Event: _____

Contact Person 1 Name _____ Phone _____

Contact Person 2 Name _____ Phone _____

Estimated Number of participants _____ Age group _____

How did you hear about Matter of Trust? _____

Are you aware of any participants with severe allergies? Yes/No

If yes what allergies _____

This is **NOT** a nut-free zone. _____ Initial acknowledgement and agree to notify guests

Are you aware of any physical limitations of your participants? Yes/No

If yes, what types of limitations _____

I understand that the event may be **photographed** for Matter of Trust Archives; these archives are used to show the public and funding sources what we do. If any participants in the event would not like to be photographed, it is my responsibility to inform Matter of Trust Photography Staff where they are. _____ Initial Acknowledgement

Time Specifics

This agreement guarantees you exclusive use of the Eco-Hub for the allotted hours. The gift shop is still open to the public from 12 – 5 PM. As we have multiple events scheduled, we do ask that you limit your use of the space to the agreed times. Staff only has a 30-minute clean-up window. You are more than welcome to pass more time in the gift shop while staff gets ready for the next scheduled event.

One time event:

Date of Event _____ Duration _____ Theme _____
Start Time _____ End Time _____

Repeating event:

Date Start _____ Date Finished _____ Theme _____
Repeated Days:(circle) Mon Wed Thur Fri Sat Sun
Duration _____ Start Time _____ End Time _____

Date Start _____ Date Finished _____ Theme _____
Repeated Days:(circle) Mon Wed Thur Fri Sat Sun
Duration _____ Start Time _____ End Time _____

Food

We do not provide food as part of our package; however we do have a recommendation list of caterers, pizza places that deliver and other restaurants that we have worked with in the past. To be more green, we can help you pre-order and serve your food on eco-friendly tableware as well.

Fees/Payment:

All events have a Space Rental Fee and refundable Security Deposit. The deposit will cover the cost of any destroyed property at the Eco-Center during your event if that occurs. Additionally, if you DO NOT show up for the event or do not give us at least 24-hour notice for cancellation, that deposit will be kept to cover the expenses of materials and staff. Your Security Deposit will be reimbursed after the event and premissis inspection. We are always very grateful to renters who consider donating the Security Deposit after the event.

Payment can be made by calling (415) 252-1177 and leaving credit card information or by bringing a check, credit card, or cash to our:

Matter of Trust Eco-Industrial Hub

1566 Howard Street
San Francisco, CA 94103

Checks can also be mailed to:

Matter of Trust

Office Headquarters

99 Saint Germain Ave
San Francisco, CA 94114.

Please write separate checks for your Space Rental Fee, and Security Deposit.

Space Rental Fee: \$_____
Paid with ___Credit/Debit ___Check___Cash
Date Paid ___/___/_____

Security Deposit: \$_____ (.5 cost of Reservation Fee)
Paid with ___Credit/Debit ___Check___Cash
Date Paid ___/___/_____

Donation: \$60 \$100 \$_____other
Paid with ___Credit/Debit ___Check___Cash
Date Paid ___/___/_____

I/we _____ have read the Moft Event Contract and discussed my event, themes and expectations with the Matter of Trust Staff. All the information written above is correct and complete. The Event host is expected to have any necessary Emergency Information for thier party.

Printed Name of Event host Signature Date

Printed Name of Assisting host Signature Date

Matter of Trust Staff Member Signature Date