



**Eco-Industrial Hub:**  
1566 Howard Street  
San Francisco, CA 94103  
(415) 252-1177

**Eco-Model Home:**  
728 Cole Street  
San Francisco, CA 94117  
(415) 242-6041

**Office Headquarters:**  
MatterOfTrust.org  
99 Saint Germain Ave  
San Francisco, CA 94114

matteroffrust.org

team@matteroffrust.org

## Matter of Trust Eco-Center B'Earthday Party Contract

Thank you so much for choosing the Matter of Trust Eco-Center to host your next B-Earthday party! We are very excited to work with you to ensure that this event is delightfully memorable, unique and an educational experience for your group!

### Party Structure:

All basic party structure includes:

- \$250 – 2 hours
- Use of the Eco-Center Learning Hall Space and 2 restrooms.
- One hour & 30-minutes for staff-led activities
  - Staff-led activities are with the staff from a suggested list (although this list is flexible based on parent/guest preferences), and all materials are covered in the initial cost. However, additional activities are available at additional cost and can move into the second hour.
  - Depending upon the age group there is time for 1-3 activities.
- 30-minutes composed of parent-led party activities
  - During the second hour staff is more than happy to supervise and be involved. Parent-led activities often include pizza, cake, presents, party favor distributions, pick-up, etc.

### Add-ons

*Additional Time:* \$50 for each 30 minutes

*Additional Activities:* \$15-50 – This varies based on materials, party size and hours.

*Party Favors:* Contingent upon favors desired, we have a fabulous gift shop with many items such that you can customize a party favor bag or find one fabulous eco-friendly take-home for your guests!

### Suggested Themes

We would love to work with you to create an experience, so a personal meeting or phone call is a great time to figure out how best to customize.

### 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.

### Time Specifics

This agreement guarantees you exclusive use of the Eco-Center Hall for the allotted hours. The gift shop is still open to the public from 12 – 5 PM. As we often 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 or take your guests to Kidz Park on Hoff St. while staff gets ready for the next scheduled event.

**Fees/Payment:**

All our B'Earthday Parties have a Rental Fee and refundable Security Deposit to reserve the time and space of the Eco-Center. 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 premises inspection. We are always very grateful to renters who consider donating the Security Deposit after the event.

Payment can be made online at [www.store.matteroftrust.org](http://www.store.matteroftrust.org) or by calling (415) 242-6041 and leaving credit card information or by bringing a check, credit card, or cash to our:

**Matter of Trust Eco-Center**  
 3338 17th Street  
 San Francisco, CA 94110

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 Reservation Fee, and Security Deposit.

B'Earthday Party Fee: \$250.00  
 Paid with    \_\_Credit/Debit \_\_Check\_\_Cash  
 Date Paid    \_\_\_/\_\_\_/\_\_\_\_\_

Cleaning/Security Deposit: \$60.00  
 Paid with    \_\_Credit/Debit \_\_Check\_\_Cash  
 Date Paid    \_\_\_/\_\_\_/\_\_\_\_\_

Donation:   \$60    \$100    \$\_\_\_\_\_other  
 Paid with    \_\_Credit/Debit \_\_Check\_\_Cash  
 Date Paid    \_\_\_/\_\_\_/\_\_\_\_\_

Additional Fee:

Type	Item(s)	Fee

\*Tip is not included in the bill and not expected; staff can accept tips and donations to the charity.

Date of B'Earthday Party \_\_\_\_\_ Duration \_\_\_\_\_ Theme \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Contact Person 1 Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person 2 Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Estimated Number of participants/students \_\_\_\_\_ Number of Assisting Adults \_\_\_\_\_

At what cognitive age level would you like to have the activities: \_\_\_\_\_

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

If yes, which allergies \_\_\_\_\_

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

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

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

If yes, what types of limitations \_\_\_\_\_

How did you find out about Matter of Trust? \_\_\_\_\_

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 Matter of Trust Staff is trained in CPR and first aid and in an emergency **will call 911**. The Event host is expected to have any necessary **Emergency Information** for their party.

Printed Name of Event host \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Assisting host \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Matter of Trust Staff Member \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_