



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

matteroftrust.org

team@matteroftrust.org

Matter of Trust Eco-Hub Tours/Special Events Contract

Thank you so much for choosing the Matter of Trust Eco-Hub! We are very excited to work with you to ensure that this trip is delightfully memorable, unique and an educational experience for your group!

Participant Information:

Name of Organization _____ Contact Name _____

Email _____ Phone Number _____

Date of Tour/Event _____ Duration _____

Description of Tour/Event _____

How did you hear about Matter of Trust? _____

Estimated Number of participants/students _____ Age group _____

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.

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 _____

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 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-Hub 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 while staff gets ready for the next scheduled event.

Fees/Payment:

All events have a reservation fee and refundable security deposit. The deposit will cover the cost of any destroyed property at the Eco-Hub 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 squareup.com/market/matteroftrust 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-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.

