



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 Field Trip 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 field trip is delightfully memorable, unique and an educational experience for your group!

Participant Information:

Name of Organization _____ Contact Name _____

Email _____ Phone Number _____

Contact Person 2 Name _____ Phone _____

Date of Field Trip _____ Duration _____ Theme _____

How did you hear about Matter of Trust? _____

Activities: _____, _____, _____,

_____, _____, _____.

Estimated Number of participants/students _____ Number of Assisting Adults _____

Age group _____ What cognitive age level do you want for the activities: _____

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 _____

Field Trip Structure:

All basic field trip structures include:

- Two hours of staff-led tour
- Field trips longer than 2.5 hours can be arranged for older groups and will include breaks for snacks or lunch that is mainly facilitated by the school staff or group leaders.
- We work hard to avoid a lecture-style field trip; the activities are hands-on and engaging.

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 our field trips are free. We do ask, however, that you submit a Security Deposit to reserve the time and space of the Eco-Hub. 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 those who consider donating the Security Deposit after the event.

Deposits 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

Security Deposit: \$60.00

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 their party.

_____ Printed Name of Event host	_____ Signature	_____ Date
_____ Printed Name of Assisting host	_____ Signature	_____ Date
_____ Matter of Trust Staff Member	_____ Signature	_____ Date