



**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](http://matteroftrust.org)

[team@matteroftrust.org](mailto: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](https://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.

Please write separate checks for your reservation fee, and security deposit.

Reservation 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 their party.

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