



Manilatown Center Facilities Use Agreement

Instructions

- 1) Please complete form below and read and sign attached rental agreement.
- 2) If your requested date is available the **completed use agreement, signed center policies and guidelines & Equipment rental deposit** will be needed to confirm your event date. A deposit of 50% of total estimated cost of Equipment rental is required. Once deposit is received a confirmation letter will be sent to you.
- 3) Cancellation Policy & Fee: In case of cancellation please call 415-777-1130, a cancellation fee will apply to events terminated within 48 hours of contracted date equal to the entire deposit.

Suggested Donations for use of Space:

Manilatown Center 2400 Square Feet	50 seat/ 130 stand	Neighborhood Community Rate	Non Profit Under \$500,000 (Per hour)	Non Profit Over \$500,000 (Per hour)	Private (Per hour)
Monday-Friday		Please contact Manilatown Staff	\$25	\$50	\$100
Saturday, Sunday & Holidays		Please contact Manilatown Staff	\$50	\$75	\$125

Please Complete.

Name:	Name of Event:	Date:
Organization:		
Mailing Address:	City:	State:
Telephone:	Fax:	Email:
Name of Event:		
Time of Event (Please include set-up and break-down time)		Date of Event (Please list in order of preference)
Start:	End:	1) 2) 3)
Please describe event activities:		

Please note any special needs:

I/We pledge to donate the suggested donation amount \$_____ per hour for use of the Manilatown Center amounting to approximately \$_____.

Name (print please) _____

Signature _____

For Office Use Only

Date Approved: _____

Staff Assigned: _____

Deposit Received: _____

Agreement Received: _____