I understand and will comply with the conditions of room rental at CASA Latina.

I also understand that the confirmation of this form is the verification of my reservation and until it is received, the reservation is not confirmed.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and return this form to CASA Latina via e-mail at [juan@casa-latina.org](mailto:juan@casa-latina.org)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Contact Name |  | | Organization Name |  | | Phone |  | | Mailing Address |  | | E-mail address |  | | Date(s) of event | Type of event: Meetings Trainings **Social events\*** | | Event sign to read |  | | Start time   |  | | --- | |  | | End time   |  | | --- | |  | | | Room(s) requested | Day Workers’ Center Training Center Room: 303 305 306 | | Number of attendees |  | | Service Fee | $ 40.00 (Forty dollars ) | | Total cost of rental |  | | **\*Refundable damage & cleaning deposit** **(Valid Credit card required)** | **$200.00 (Two hundred dollars)** | | **Comments** | | | **Setup of the event is done by the organization/business/member, NOT by CASA Latina.** | | |

Confirmation: We confirm your reservation **ONLY** as specified above.

CASA Latina