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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|

|  |  |
| --- | --- |
| 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