



San Mateo County Event Center (optional) 1st Hold Date Protection Deposit Form

For a first-hold status SMCEC requires an application on file and a non-refundable deposit in the amount of \$50 to secure your first hold status. With first-hold status you have first-right to dates with a 48 hr. notification to contract or release if a challenge has been received for the dates you have an interest in. Without deposit your application will only provide Tentative date hold with no date protection they can be booked without notification.

Event Name:

Event Contact:

Date(s) Requested:

Hall Requested:

Payment information:

Your deposit should be mailed to San Mateo County Event Center with a copy of this form to – 2495 S. Delaware Street, San Mateo CA 94403 attention Accounting or complete Credit Card info below or call 650-574-3247 to process over the phone with accounting after returning the forms to your account representative.

Name on Credit Card:

Credit Card #:

Credit Card Security Code#:

Credit Card Zip Code: