



# HUSD P.A.C. POLICIES AND PROCEDURES



## How to Pay for your Reservation & Deposit

Your Name \_\_\_\_\_ 123  
 Your Address \_\_\_\_\_  
 \_\_\_\_\_ Date

PAY TO THE ORDER OF Facilitron, Inc. \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

Your Bank  
 For Reservation ID \_\_\_\_\_

012345678      1001001234      0123

**All Payments for reservations are to be made through Facilitron platform**, not directly to the Performing Arts Center or the district. If for any reason you find the platform difficult to navigate and wish to hand a check to the PAC Manager; please be sure to include information such as your Reservation ID to ensure your check payment is applied as quickly and as efficiently as possible. Please mail all checks (if possible) to:  
 Facilitron - Requests  
 PO Box 1935  
 Los Gatos, CA  
 95031-1935

### Please write your check for the corresponding required amounts:

- In order to confirm your event a deposit is required.
  - For deposits the amount is **\$1000.00**
- Thirty (30) days before your event date an additional deposit is required as a good faith measure.
  - For this deposit the amount is **50% of your total estimated balance.**
- We **DO NOT** require 100% of your event balance before your event date.
- Final invoices are sent within 30 days AFTER your event has taken place and you are invoiced for actual usage.
  - This amount will be 100% of your event balance.

