

**Deposits and Billing**

In accordance with Educational Code 82540, all fees are due and payable prior to the event. A \$50.00 application fee is required at the time the application is submitted. Completion of the online application does not constitute an agreement. After conferring with the Facilities Coordinator, a contract is constructed and agreed upon. A deposit of 50% of the total estimated fee and signature is required within ten (10) business days of receiving the contract. Failure to pay the deposit and sign the contract within the stated time period may cancel reservations. Final payment is due two weeks prior to the start date of the scheduled event. All payments must be remitted in person or by mail to Foothill College 12345 El Monte Road, Los Altos Hills, CA 94022, Attention Diana Cohn, in the form of a check, cashier's check, or money order.