

YWCA Pekin Room Rental Agreement

Contact: _____

Date of Rental: _____

Address: _____

Number Attending: _____

Phone: _____

Email: _____

YWCA MEMBER ROOM RENTAL:

Lois Marshall Room, accommodates up to 25 people \$40.00/hour

Anna Rust Room, accommodates up to 50 people \$60.00/hour

YWCA NON-MEMBER ROOM RENTAL:

Lois Marshall Room, accommodates up to 25 people \$50.00/hour

Anna Rust Room, accommodates up to 50 people \$70.00/hour

1. Responsible party is over age 18 and agrees that all children will be accompanied by an adult.
2. Tables and chairs will be set up per the number indicated. If you need more, please let us know.
3. Room rental includes access to refrigerator and freezer. Louis Marshall room also has access to sink and microwave.
4. Please leave room in condition you found it – waste in cans, food/spills cleaned from tables & floor

PAYMENT IN FULL DUE ONE WEEK PRIOR TO RENTAL.

CANCELLATION MUST BE MADE 48 HOURS IN ADVANCE TO RECEIVE REFUND.

I have read the above information and agree to the terms of this agreement

Signature: _____

Date: _____

FOR YWCA USE:

Amount Paid: _____ Receipt No.: _____ Date Paid: _____ Staff Initials: _____

Copies To: Customer _____ Maintenance _____ Aquatics Director: _____ Front Desk _____