



**YWCA Pekin
Room Rental Agreement**

Name: _____

Date of Rental: _____

Address: _____

Number Attending: _____

Phone: _____

Email: _____

YWCA Member Party Rental

Lois Marshall Room, accommodates up to 25 guests \$40/hour

Anna Rust Room, accommodates up to 50 guests \$60/hour

YWCA Non-Member Party Rental

Lois Marshall Room, accommodates up to 25 guests \$50/hour

Anna Rust Room, accommodates up to 50 guests \$70/hour

REQUESTED TIME: _____

****Requested rental time is subject to availability**

ROOM:

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. Rental includes access to refrigerator and freezer. Lois Marshall room also has microwave and sink.
4. Room must be left in condition you found it – waste in cans, food/spills cleaned from tables & floor

**PAYMENT IN FULL DUE ONE WEEK PRIOR TO RENTAL DATE.
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 _____ Aquatics Director: _____ Front Desk _____