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| YWCA Room Rental Application |
| Company/Organization Name:       | Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_  | YWCA Staff Member: \_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_ |
| Reservation Contact:       | Phone:        | Cell:        | Email:       |
| Event Date Contact:       | Phone:        | Cell:        | Email:       |
|  Billing information\*Nonprofit organizations receive a 50% discount on rentals. Please verify with a 501(c )(3). \*YWCA employees & fitness members receive a 50% off discount on room rentals.\*If a room is reserved, the individual will be invoiced immediately. Payment must be received within 30 days of the reservation. \*Cancellation notices must be made at least 2 weeks prior to event date to receive 50% reimbursement. |
| **Mailing Address:** |       |                   | Invoice Preference:[ ]  Mail [ ]  EmailEmail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Street Address**Are you a Nonprofit:** [ ]  **yes** [ ]  **no** **Please verify with a Tax ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  City State Zip |
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| Reservation Specifics |

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| Times: Start: \_\_\_\_\_am/pm End: \_\_\_\_\_\_ am/pm (Please include your set-up and breakdown time).Total Number of Hours: \_\_\_\_\_\_ | Requested Event Date(s):      Will Reservation Repeat? [ ]  yes [ ]  no If yes, list all dates:       |
| **# Of People: \_\_\_\_\_\_\_\_\_** | **Children Ages: \_\_\_\_ - \_\_\_\_ years of age****# of People over 18: \_\_\_\_\_\_\_\_\_** |
| Purpose of Event:       |
| Do you want a registration table set-up for the event?:  [ ]  yes [ ]  no # of tables: \_\_\_\_  # of chairs: \_\_\_\_ | Will food be served?: [ ]  yes [ ]  no  Vendor Name:       \*YWCA will not pay food vendorPhone Number:       Delivery Time:       |
| Room Set-Up*\*Please note YWCA does not provide tablecloths or LCD Projectors. Alcohol is not permitted.* |
| **[ ]  Billye Collins Art Gallery: 484 square feet Rate ($40/hour) Accommodates 10-12 people [ ]  Conference Table seats 10-12 people****\*Room Arrangement Specifics/Questions:**  |  [ ]  **Lib Harkey Board Room:** 830 square feet Rate: ($85/hour) \*Limited hours; rentals may not conflict with fitness classes. Accommodates: 30-50 people [ ]  4’ Round Tables: 6 Chairs/Table  (tablecloths needed, not provided by the YWCA) 30 people [ ]  6’ Rectangular Tables: 6 Chairs/Table [ ]  50-75 people with auditorium-style seating*Do you need a screen & extension cords? □ YES***\*Room Arrangement Specifics/Questions:** |
| **[ ]  Sarah Lynn Kennelly Studio:** 545 square feet Rate: ($25/hour) Accommodates 48 people  \*Limited hours; rentals may not conflict with fitness classes. \***Room not recommended for meeting space.** | [ ]  **Other:** (please explain):       |
| *\*\*\*Email completed form to: Jeff Nerret at jnerret@ywcacentralcarolinas.org*Please note completion of this form does not guarantee a room reservation. No alcohol permitted and no weekends.Please allow 48 business hours to review your request. A YWCA Representative will confirm availability. (Mon-Fri 9am – 4pm)PAYMENT IS DUE BEFORE EVENT RESERVATION DATE. Thank you! |