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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  Email  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Street Address  **Are you a Nonprofit:**  **yes**  **no**  **Please verify with a Tax ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | City State Zip | | | |
| |  | | --- | | Reservation Specifics | | | | | | | | |
| 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 vendor Phone 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! | | | | | | | |