



**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

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 the refrigerator and freezer. Lois Marshall room also has a 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 IS DUE TO COMPLETE RESERVATION.

CANCELLATION MUST BE MADE 48 HOURS IN ADVANCE TO RECEIVE REFUND, less \$20 processing fee.

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 given to: Customer _____ Aquatics & Fitness Director: _____ Party Binder: _____