



YWCA FACILITY RENTAL APPLICATION

Thank you for choosing the YWCA for your event.

Please Print Clearly

Organization: _____ Contact Person(s): _____

Address: _____

City/State/Zip: _____

Telephone: Day: _____ Eve: _____

Type of Event: _____

Number of People Expected: _____

Room	Description	Fees	Event Examples
Giesecke Ballroom	185 capacity – for meeting setting 100 max for dinner setting	\$65 per hour	Political, Speaker, Business Meeting. etc
Giesecke Ballroom		\$30 per hour	Non-profit with 501-c3 upon approval of Exec Director
Deposit- In addition to rental fee	Non- refundable	\$50	All Private Functions (non-profit org. excluded)

Date	Room	Time	Rate	Total
		to		
		to		

Equipment Needed:					
Tables	Yes	No	Chairs	Yes	No
P/A System	Yes	No	Media Center	Yes	No
Kitchen	Yes	No			



Live Entertainment and/or Beverage Service

Note: The **YWCA** is primarily a residence & we reserve the right to refuse entertainment & control noise levels on behalf of our residents.

**All entertainment must end by 10:00 p.m. Sunday through Thursday.
Friday & Saturday end at (12) Midnight.**

Type of Entertainment _____

Begin Time: _____ End Time: _____

Banquet License is secured? Yes No Banquet license must be prominently displayed.

Alcohol consumption must be contained to the YWCA ballroom, as stated on the liquor license.

Available Equipment

80 Chairs
10 Conference tables
24 Card Table-size tables
Coffee urns are available free of charge.

YWCA does not provide paper goods, silverware, stemware, dishes, or cups/glasses.

Additional Information

If more chairs or tables are required, you are responsible for the ordering/returning & fees from a rental company.

The **YWCA** does not have janitorial staff for set-up or clean-up.
Please allow sufficient time in your rental contract for these tasks to be completed.

Event Security is scheduled specific to your event. The building may be locked if there is an early arrival without notice.

If there are questions or a tour of the facility is needed, please call ahead. The ballroom & kitchen are not always available for viewing.

Time used beyond your reservation or damage inflicted during event will be billed to you.



YWCA Liability Release:

- (1) Organization shall leave the facilities in a clean & orderly condition; if any alterations were allowed, restore the facilities to original condition, & shall repair any damage caused by its negligence or neglect or that of its representative or invitees.
- (2) Organization defends, indemnifies & holds harmless the Institution/Facility (including the YWCA of Bellingham & its affiliated corporations) from all liability, loss or damage whatever from any cause which may arise from the use of the facilities or activities in & about the same by Organization or its representatives or invitees.
- (3) Organization shall provide & maintain comprehensive liability insurance during the period covered by this agreement insuring Institution/Facility & Organization against liability for bodily injury (including death) & property damage from occurrences in or about the facilities, or the use or condition thereof, with combined single limit of \$1,000,000. Such insurance shall be primary & not contributing with any other insurance in effect for the Institution, & be evidenced by Certificates of Insurance delivered to Institution in advance of any use of the facilities. Organization shall name the YWCA as an additional insured & attach the proper endorsement to the Certificate of Insurance. These documents must be submitted to the YWCA prior to use of the facility.
- (4) Organization may terminate this agreement, & permission to use such facilities, at any time for good cause without obligation except to refund the amount which Organization has donated.

I HAVE READ THE ABOVE POLICIES & AGREE TO THIS CONTRACT.

Signature of person financially responsible

Date

Organization

Telephone Number



YWCA Facility Rental Policies

Alcohol:

City ordinance requires an "Application & "Banquet Permit" for any events serving alcohol. The license is obtained through the Washington State Liquor Control Board. Call 1-360-753-1453. *We ask that alcohol consumption be controlled in consideration of the residents of the YWCA. Alcohol cannot be taken outside of the ballroom under any circumstances.*

Billing:

The YWCA will not bill your organization.
Deposit is requested at the time of reservation.
Fees must be paid in full 1 week from booking the ballroom.
All room reservations are tentative when calling for date & availability.
Application must be approved & payment received by the YWCA before reservation is confirmed.

Cancellations:

Cancellation must be made **three working days** before scheduled event to receive a full refund of rental fee only. **\$50 Deposit is non-refundable.**

Deposit:

There is a \$50 non-refundable deposit.

Decorations:

Please do not attach anything to the walls or floors. Please do not place anything on the piano.

Equipment:

Please advise staff of any YWCA equipment needed prior to your event.

Kitchen Use:

Minimal kitchen use for the preparation of coffee/tea, warming food, or food distribution only.
Storage of prepared food in the refrigerator is available.
Stove is available to reheat or keep food warm.

Maintenance:

A charge will be assessed & billed if the room is not returned to original condition. There is a to-do list posted on the YWCA freezer.
Wash & put away any YWCA coffee urns.
Sweep the floor if it needs it.
Wipe down the counters, stove & sink.
Put away anything you've used...chairs, tables, easels, etc.
Turn off the coffee pot, stove, lights etc.

By signing below, I indicate that I agree to the YWCA Bellingham's terms of rental.

Renter Signature

Date

For your records & information. Please keep!

YWCA Kitchen & Ballroom Rental Guidelines

1. Please leave the kitchen and ballroom as you found it – clean & organized. There may not be custodial service between your event and the next. Both rooms should appear as you found them: chairs & tables properly put away, counters clean & floors swept.
2. You will be billed for damaged and/or missing YWCA property – this does not include any malfunctioning YWCA equipment.
3. YWCA crystal, silver, china, stemware, teacups, or paper goods are reserved for YWCA events only. Everyday plates, cutlery, cooking and serving supplies are for everyone.
4. For large events, make arrangements for disposal of garbage & recyclables off site.
5. Please return tables & chairs to the storage room located at the south ballroom door. It is clearly signed. Do not under any circumstances block any of the doors.
6. Please dust mop the ballroom floor. The dry dust mop is located in the storage room with the chairs & tables. Spills should be cleaned immediately to avoid damage to the floor.
7. The YWCA gladly accepts donations of leftover food & flowers. However, please do not leave decorations behind.
8. We hope you enjoy and appreciate our 100-year old-building! The ballroom features original plaster walls, windows, and wood flooring so please forgive us for all the “please do’s and don’ts”.

