

# ROOM RENTAL CONTRACT

CHESTNUT STREET FAMILY YMCA

930 West Chestnut Street

Louisville, KY 40203-2008

Phone (502) 587-7405 Fax (502) 587-2399

**Effective January 16, 2017**

## 6<sup>th</sup> Floor Ballroom

- \$700 Flat Rate for rental (four hours).
- ***\$150.00 damage deposit required to hold a date. After your event, the rental space must be spot cleaned and look the same as it was before your event or the deposit will not be returned. If you cancel the date, leave a mess, or damage property, your deposit will NOT be refunded. Deposit may take three weeks to return.***
- Rental payment must be paid two weeks in advance of the event.
- **NO BALLOONS.** Please remove all decorations.

### Holiday Rates

- \$900.00 for holidays (approved upon availability of staff)

### Set Up

- Room capacity – 196 people.
- Rectangle Tables – 30” x 72” (30 tables and 150 metal folding chairs available).
- YMCA maintenance staff will supply the correct number of tables and chairs for your event along with setting up the room.
- **YMCA Programs take precedence over decorating and set-up hours. Set-up times will be determined by Management.**
- Decorating time is two hours before the event.
- Ice machine & refrigerator are available for your use. There are no facilities for heating food.
- You must provide your own caterers, music and decorations.
- Please do not staple or nail any decorations to walls, tables and fixtures.
- No rice, confetti or birdseed is allowed in the facility.
- Alcohol can be served in the Ballroom only - not sold.
- There is a flatbed dolly available for your use based on availability.
- Set Up Form must be returned at least two weeks before the event.

## Room 412 - Seats 40

- \$200 per four hours for bridal/baby showers, family events. Balance due two weeks prior to event.
- ***\$100.00 damage deposit required to hold a date. After your event, the rental space must be spot cleaned and look the same as it was before your event or the deposit will not be returned. If you cancel the date, leave a mess, or damage property, your deposit will NOT be refunded. Deposit may take three weeks to return.***
- \$100 per four hours for meetings (Monday – Saturday). Fee will be paid in full at booking.
- **No alcohol or DJs or loud music.** Decorating time is two hours before the event. Please remove all decorations.

## Gymnasium Rental

- \$100 per hour – two hour minimum. Rental payment must be paid two weeks before the event.
- ***\$100.00 damage deposit must be made to hold a date. After your event, the rental space must be spot cleaned and look the same as it was before your event or the deposit will not be returned. If you cancel the date, leave a mess, or damage property, your deposit will NOT be refunded. Deposit may take three weeks to return.***
- **No alcohol.** Please remove all decorations.

For Office Use Only  
 Approved: Yes \_\_\_ No \_\_\_  
 Person Approving: \_\_\_\_\_  
 Date: \_\_\_\_\_

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 LOUISVILLE, KY 40203-2008  
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ROOM RENTAL CONTRACT

ROOM REQUESTED \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
 RENTAL DATE \_\_\_\_\_ DEPOSIT \_\_\_\_\_  
 TOTAL COST \_\_\_\_\_ BALANCE DUE \_\_\_\_\_  
 BALANCE DUE DATE \_\_\_\_\_ STAFF PERSON \_\_\_\_\_

**NAME OF PERSON, GROUP, ORGANIZATION**

\_\_\_\_\_

PERSON RESPONSIBLE FOR RENTAL

Name \_\_\_\_\_ Day Time Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip \_\_\_\_\_  
 Type of Event (please be specific) \_\_\_\_\_  
 Time of Event \_\_\_\_\_ Set-up Time \_\_\_\_\_

**NOTE: Reservations are held pending the Facilities Director's Approval. YMCA Programs take precedence over decorating and set-up hours. Set-up times will be determined by Management. Decorating time is two hours before the event.**

THE YMCA'S NAME CANNOT BE USED IN PUBLIC AND/OR IN THE NEWS MEDIA WITHOUT PRIOR APPROVAL OF THE EXECUTIVE DIRECTOR OTHER THAN THAT THIS IS THE LOCATION OF YOUR EVENT OR FUNCTION.

THE YMCA HOLDS THE RIGHT TO TERMINATE ANY FUNCTION WITHOUT REFUND OF DEPOSIT OR PAYMENTS, DUE TO ANY DISRUPTION, ANY ACTIVITY THAT CONTRADICTS THE YMCA MISSION, OR THAT MIGHT CAUSE DAMAGE OR HARM TO THE FACILITY, STAFF, OR PARTICIPANTS OF THE EVENT.

**I UNDERSTAND THE ABOVE STATEMENT AND HAVE RECEIVED AND READ A COPY OF THE RENTAL CONTRACT, AND AGREE TO THE TERMS.**

\_\_\_\_\_  
 (SIGNATURE) (DATE)

**Chestnut Street Family YMCA**  
**Room Set up Form**



Event Contact Person \_\_\_\_\_ Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_ Number of People \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ Room Requested \_\_\_\_\_

Type of Event: Wedding/Reception \_\_\_ Corporate (meeting, training, etc.) \_\_\_ Non-Profit Event \_\_\_

You will have: Food \_\_\_ Serving Alcohol (can't sell) \_\_\_ Ice Sculpture \_\_\_

# of People Attending \_\_\_\_\_ # of Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_

**The Completed Room Set Up Form must be submitted at least two weeks prior to the event.**

**Diagram of Set-Up**

