

RESERVATION FORM

TODAY'S DATE: _____ DATE OF EVENT (only 1 date per form): _____

NAME OF RENTER / EVENT: _____

CONTACT PERSON: _____ PHONE: _____

EMAIL: _____ FAX: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

| ROOM | HOURLY RATE (during business hours)/Daily rate (8 hours) | AFTER HOURS RATE (Includes staffing) | START TIME | END TIME | TOTAL TIME |
|------------------------|--|--|---------------|-------------|---------------|
| Community Room (50-80) | \$125/\$350 | \$140 | | | |
| Activity Room (20-50) | \$70/\$250 | \$85 | | | |
| Seminar Room I (20) | \$35/\$150 | \$50 | | | |
| Seminar Room II (20) | \$35/\$150 | \$50 | | | |
| Pool | (0-25 swimmers = \$70) | \$100 | | | |
| | (26-50 swimmers = \$85) | \$115 | | | |
| | (51-75 swimmers = \$100) | \$130 | | | |
| Gym | \$80 | \$95 | | | |
| Bounce House Fee | \$200 (one fee per rental) | | | | |
| Patio Area | \$25 | \$40 | | | |
| Setup/Break down fee | \$75 | | | | |
| Clean up fee | \$100 | | | | |
| Security | \$45/officer/hr | | | | |

ITEMS NEEDED FOR FUNCTION:

| ITEM | NUMBER NEEDED | PRICE |
|--------------------------------------|---------------|--------------------|
| Tables | | No Charge |
| Chairs (plastic only) | | No Charge |
| Podium | | No Charge |
| Coffee / Tea / Water (meetings only) | | \$10 per container |

MEETING ROOM SET UP: (check one)

____ **Class Room Style** (tables w/ chairs facing front)

____ **Board Room Style** (tables squared w/ chairs around)

____ **Seminar Style** (Chairs only, facing front)

OFFICE USE ONLY:

____ **Bounce House** (See Attachment I for guidelines)

| | | |
|--|-------------------------|------------|
| FORM OF PAYMENT: _____ Check (#: _____) | _____ Credit Card | _____ Cash |
| TOTAL RENTAL FEE: _____ | DEPOSIT: <u>\$50.00</u> | |
| BALANCE: _____ | DATE DUE: _____ | |
| * deposit fee will not be refunded for reservations not paid in full 7 days prior to reservation date. | | |

By signing this, I understand the total rental fee must be **paid in full SEVEN (7) days prior** to reservation date or the deposit fee will not be refunded and the reservation will be cancelled. I am responsible for maintaining the room in the condition it was in prior to my use.

SIGNATURE: _____ DATE: _____ STAFF INITIALS: _____

Rental Agreement

THIS RENTAL AGREEMENT OR RESERVATION AGREEMENT (hereinafter referred to as the "AGREEMENT") made and entered on ____/____/____, by and between **YWCA Corpus Christi** (hereinafter referred to as "LESSOR") and _____ (hereinafter referred to as "LESSEE"), in regards to the rental of the YWCA's _____ at 4601 Corona Drive, from the hours of _____ to _____.

CONDITIONS OF RENTAL:

1. Lessee is responsible for reserving adequate time for set-up and clean-up. A complementary 30 minutes is given prior to and after the event for set-up and clean-up. LESSEE is responsible for paying a \$100 penalty fee for going over the reserved time. LESSEE is limited to the reservation time, however, additional hours may be added to a reservation (if available), within a weeks' notice and must be paid for five days before the event. LESSOR will call the necessary authorities to remove any guests who refuse to leave.
2. LESSEE shall be responsible for any damage to the building, furniture or equipment during the occupancy of the premises Rental, including areas of access to and from the facility.
3. LESSEE agrees to pay a deposit of \$50 at the time this contract is signed, and the balance is to be paid, in full, five days in advance of the reservation. If the payment is not received five days in advance, the deposit will not be refunded and the event will be cancelled.
4. LESSOR shall be held harmless for any accidents or injuries to reservation participants, including minors.
5. LESSEE is responsible for keeping all participants within the confines of the rented space and restrooms, and will not allow participants to enter or use any other rooms that have not been rented.
**All guests must enter and leave through the front doors of the facility.
No access to the side doors is allowed, with the exception of set-up and clean-up. Side doors are to remain locked throughout the event.**
6. Only prepared food is allowed. The kitchen and its equipment/utensils are not included with this contract and are not to be used by LESSEE.
7. Food and drink are to be in non-breakable containers (**food or drinks are not permitted in the pool area**).
8. BBQ pits, piñatas, glitter, confetti, smoking and/or tobacco, weapons of any kind, animals (with the exception of service animals), decorative water fountains, smoke or fog machines or open flames are NOT allowed on the premises or parking areas at any time. All balloons must be secured at all times. Any balloons that are not secured will be removed. A penalty fee will be charged to LESSEE for any damages that occur.
9. Notice of **cancellations** must be made a minimum of **SEVEN (7) days prior** to event. Notice of cancellations received less than five days prior to event will not be refunded.

BOUNCE HOUSE RULES (SEE ATTACHMENT I)

POOL RULES (SEE ATTACHEMENT II)

ALCOHOL:

1. Alcohol will not be served, consumed, or possessed on the premises, including the parking lot, during business hours.
2. Alcohol will not be served, consumed, or possessed on the premises, including the parking lot, during the reservation event unless the AGREEMENT has been signed and a minimum of one security officer is present during the event. A fee of \$45 will be charged **per officer per hour** present during the event.
3. Any alcohol that is served, consumed, or possessed without the presence of one or more officer will be removed by LESSOR, and LESSEE will be forcibly removed off the premises by one or more officer in compliance with all state laws and regulations.

CLEAN-UP:

1. LESSEE shall be responsible for the clean-up and removal of all of its personal property upon conclusion of the reservation event. All clean-up and removal of LESSEE's property by LESSEE shall take place immediately following the event.
2. LESSEE will break down all tables and other equipment LESSOR provided and LESSEE will provide general custodial services such as vacuuming, dusting, mopping, sweeping, and hauling away of bagged trash. Stains on walls, ceilings, floors, or carpets are the responsibility of the LESSEE.
3. If the premises are not properly cleaned by the LESSEE, the LESSOR may assess a clean-up charge. LESSEE will pay a charge of up to \$100 and will be responsible for any other cost of any clean-up, replacement, and/or repairs caused by LESSEE's failure to leave the premises and facility in the same condition as delivered by the LESSOR.
4. Any equipment (tables, chairs, etc.) that are broken during the event caused by the LESSEE must be reported to the front desk staff immediately.

I have read and fully understand the above statements and I specifically agree to assume all risk of injury to me while using any of the YWCA equipment, services or programs. I hereby waive any and all claims or actions I or any of my minor children and/or participants may have against the YWCA or is Board members and to hold the YWCA employees or Board members harmless from any and all claims resulting from such injury to me, my minor children and/or participants

Signature

Date

Authorization for Penalty Fee Withdrawal

RENTER'S NAME _____ PHONE # (____) _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

I (we) hereby authorize **YWCA of Corpus Christi** (hereinafter referred to as "COMPANY") to initiate a debit or credit charge for any damage to COMPANY property and/or inability to vacate COMPANY premises after agreed reservation time as stated in the YWCA Reservation Rental Agreement (hereinafter referred to as "AGREEMENT"). I understand and agree my Credit/Debit Card account will be charged up to \$100 penalty fee for going over the reserved time and/or if reserved room/area is not cleaned up after reservation event as stated in AGREEMENT. Any additional fee will be assessed by COMPANY.

CIRCLE ONE: MasterCard | Visa | Discover | American Express

CARDHOLDER'S NAME: _____ ZIP CODE: _____

CARD NUMBER: _____ - _____ - _____ - _____

EXPIRATION DATE: _____

This authority is to remain in full force and effective until COMPANY has received written notification of transaction.

SIGNATURE: _____ DATE: _____

ATTACHMENT I – BOUNCE HOUSE PROCEDURES

1. Bounce House fee of \$200.00 must be paid SEVEN (7) days before event.
2. LESSEE must rent the bounce house from the YWCA approved vendor list.
 - a. Oceanview Jump, LLC _____
 - b. The Inflatable Zoo (Space Walk) _____
 - c. Mega Happy Rentals _____
 - d. Planet Jump _____
 - e. iPartyRentals: _____
 - f. Bad Boyz Rentals: _____
 - g. Emma Lu’s Party Rentals: _____
3. No large bounce houses/slides permitted.
4. Children must be supervised at all times.
5. Parent or guardian must fill out YWCA waiver for each child entering bounce house.

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Signature

Date

ATTACHMENT II – RENTAL OF POOL

A full list of pool rules are posted in the natatorium.

1. Participants **must shower** before entering the pool. Showers are provided on the patio and in men's and women's locker rooms. Participants may bring their own lock. LESSOR is not responsible for any stolen or damaged items.
2. Street shoes (e.g. tennis shoes, boots, etc.) are not allowed in the pool. Those wishing to observe can do so from beside the pool.
3. Water shoes and goggles are allowed. Scuba gear and oxygen tanks are not allowed.
4. Flotation devices are **NOT** provided by the LESSOR. LESSEE must bring their own flotation devices that are **U.S. Coast Guard approved. No water wings or floaties allowed.** Any damages to provided pool equipment or natatorium will be billed to LESSEE as assessed by LESSOR.
5. **Children ages of 8 or younger must be accompanied by an adult or appointed guardian (17 or older) and must stay within arm's length of the child.**
6. All participants in the pool must wear a swimsuit. Street clothes (e.g. cut-offs, denim shorts/pants, gym attire, etc.) are not allowed in the pool.
7. A lifeguard must be present for participants to be allowed in the pool/natatorium. LESSEE must provide the number of participants for swimming prior to reservation event. A fee of \$15 will be charged, per additional lifeguard, per hour present during the event.
8. No children under the age of 15 are allowed in the therapeutic pool for safety and health reasons.
9. No food or beverages are allowed in pool area at any time, other than water.

I have read and fully understand the above statements and I specifically agree to assume all risk of injury to me while using any of the YWCA equipment, services or programs. I hereby waive any and all claims or actions I or any of my minor children and/or participants may have against the YWCA or its Board members and to hold the YWCA employees or Board members harmless from any and all claims resulting from such injury to me, my minor children and/or participants

Signature

Date