



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PORTAGE TOWNSHIP YMCA ROOM RENTAL CONTRACT

Thank you for choosing the Portage Township YMCA for your party! Please read over the contract carefully, as this is a fully integrated agreement between the Portage Township YMCA and the customer signed below. This form constitutes the entire understanding between both parties.

It is recommended that you stop by & view the space prior to booking your party to ensure we can accommodate your party's needs. Booking the party room should be completed 2 weeks before the party date. Our party room comfortably holds approximately 25 people. You will have access to the space 15 minutes prior to the start time of your party for final preparations. Outside food and beverages are allowed, with the exception of peanut products, as we are a peanut-free facility. No alcohol products are permitted on the premises. You will have access to the refrigerator & freezer to store any food & beverage items. Customers will do all of the clean up within the rental time.

Please be aware that there is a limited amount of time before and after your reserved party. Therefore, it is important for each party to begin and end at the scheduled time. Activities such as games & craft tables take more time and should be planned for. If the party extends past the scheduled end time, there is a \$2 per minute charge.

This contract along with the incidental fee of \$75 must be paid at booking time. Within 48 hours of your party we will need the following; all fees related to add-ons, remaining balance and a final head count so we can plan accordingly.

We look forward to being a part of your special day!

Questions about parties/room rental please contact Melissa Bradney

E parties@ymcaofportage.org or P 219.762.9622.

Basic Party Room Rental: _____ Birthday Party Rental: _____

Child's Name: _____ Child's Age: _____

Parent's Name: _____

Telephone #: _____

Address: _____

Date of Party: _____

Party time:

- Friday 6-8pm; Basic Party Room Only
- Saturday 3-5p
- Saturday 10-12noon
- Sunday 12-2p
- Saturday 12:30-2:30p
- Sunday 2:30-4:30p

of Children Invited: _____ # of Adults Invited: _____