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**SPACE RENTAL PROPOSAL**

*Please complete all fields and return to* [*info@yellowdoor.org*](mailto:info@yellowdoor.org)*.*

Full Name(s) of the Event Organizer(s) (the person(s) responsible):

Organization:

Cell Phone:       Email:       @

Event Name:

Description:

Estimated Attendance:

**Event Occurrence:**

One-time Date Requested:       Time:       to

Monthly Start Date:       End Date:

Occurring Every:      Time:       to

Weekly Start Date:       End Date:

Occurring Every:      Time:       to

*\* Booked time will include your personal set-up, take-down and cleanup.*

**Room Request & Rates:**

Community Room: 20 persons max capacity ($20/1 hour; $55/3hr event; $18/each extra hour)

Coffeehouse: 50 persons max capacity; includes kitchenette ($20/1 hour; $55/3hr event; $18/each extra hour)

Kitchen: 10 persons max capacity; includes all tools ($65/3hr minimum; $20/each extra hour)

**Rental Equipment and Fees: Complimentary Amenities:**

Refundable Cleaning Fee $25 Bathroom

Laptop and Projector $25 (optional) Wi-Fi (password required)

Microphones & Sound System $30 (optional)

*\* Equipment may only be rented Monday – Thursday.*

***Event proposals submitted less than 3 business days before proposed event date will not be considered. All rentals are subject to approval by the Executive Director. Once approved, you will receive an invoice via email – please note that reservations are not complete until payment is received in full.***

*For office use only*

*Date received:* */*  *Approved by YD Executive Director on*