



YD THE YELLOW DOOR
LA PORTE JAUNE

SPACE RENTAL PROPOSAL

Full Name 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
Rate: 20\$/1 hour; \$55/3hr event; 18\$/hr each extra hour

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

Rental Equipment and Fees:

Laptop and Projector 25\$

Microphones & Sound System 30\$

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

Complimentary Amenities:

Bathroom

Wi-Fi

Event proposals must be received (in person or by email) by the YD at least 3 business days prior to proposed event date. All rentals are subject to approval. Once approved, you will receive an invoice via email – please note that reservations are not complete until payment is received in full.

Approved: _____ Date: _____

Kaitlin Fahey, YD Executive Director