



# Central YMCA

## Room Booking Help Sheet

### Booking Your Event:

- Please fill out the rental form carefully. We cannot guarantee all resources you need will be available on the day of if they are not listed on your form.
- A rental is not firmed up until your contract is signed, returned and 25% deposit paid.
- Remember to budget enough time for your own set up and tear down – this needs to be included in the window of time you rent for.

### Preparing for Your Event:

- Please ensure the YMCA knows of any outside A/V you will be bringing in before your event to ensure compatibility – please note that the YMCA has the right to prohibit rental equipment being used in conjunction with YMCA equipment.
- Ensure that catering orders and other deliveries are directed to the loading dock and not the main doors. Please note that our staff are not responsible for setting up catering orders unless requested at the time of booking. \*Fees apply.
- If you require a delivery be made to the YMCA before your event, please inform the Community Events Department. Storage charges may apply.

### The Day of Your Event:

- Your room will be ready at the time specified on your contract – if you wish to come and set up early, please budget for this in your window of time booked.
- The YMCA is happy to provide you will dollies to help transport your set up materials.
- All deliveries should come through the loading dock and not the main doors. Cars can pull up to the dock for unloading but not stay permanently parked.
- A staff will be on duty at the start of your event to assist you and get you set up. If you require onsite support for the duration of your event, please book this at a charge of \$50/hour.
- Wireless internet logins will be provided the day of your event. Please note that the wireless is for the convenience of your participants only – it is not a strong enough signal to stream video, webcast, or live stream.
- Please return rooms in the state in which they were found. Garbage and recycling can be stacked by the bins inside the room for pick up.