



George Latimer  
County Executive

Department of Parks,  
Recreation & Conservation  
Kathleen M. O'Connor  
Commissioner

November 12, 2019

Yonkers Public Schools  
Attn: Dr. Edwin M. Quezada, Superintendent of Schools  
One Larkin Center, 4th Floor  
Yonkers, NY 10701

Dear Dr. Quezada,

Thank you for choosing the Westchester County Center as the host location for your event. We know you have made the right choice. We look forward to working with you to make your event as successful as possible.

The Westchester County Center's booking procedure is handled as follows. When an event is placed on hold, a ***non-refundable*** first deposit is required. Once this deposit is received, your contract will be issued. With the return of your contract, you are required to provide a second ***non-refundable*** deposit. Please refer to the information below regarding deposit amounts.

<b><i>Promoter/Event:</i></b>	<b><u><i>Yonkers Public Schools HS Graduations</i></u></b>
<b><i>Deposit due 11/26/19:</i></b>	<b><u><i>\$2,500.00</i></u></b>
<b><i>Deposit Due with Return of Contract:</i></b>	<b><u><i>\$7,500.00</i></u></b>
<b><i>Date(s) Held:</i></b>	<b><u><i>June 24<sup>th</sup>, 2020 and June 28<sup>th</sup>, 2020</i></u></b>
<b><i>Room(s) Held:</i></b>	<b><u><i>Main Hall, Stage, Exhibit Hall and Meeting Room A.</i></u></b>

Thank you in advance for your cooperation. The Westchester County Center is looking forward to a continued successful working relationship.

Sincerely,

***Deslyn K. Martirano***

Booking & Sales Office, Westchester County Center