



George Latimer  
County Executive

Department of Parks,  
Recreation & Conservation

Kathleen M. O'Connor,  
Commissioner

Attn: Dr. Luis Rodriguez  
One Larkin Center  
Yonkers, NY 10701

Dear Dr. Rodriguez,

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>Promoter / Event:</b>	<b>2024 Yonkers Public School Graduations</b>
<b>Deposit Due with return of contract:</b>	<b>\$7,500.00</b>
<b>Date(s) Held:</b>	<b>June 21-22, 2024</b>
<b>Room(s) Held:</b>	<b>Main Hall, Exhibit Hall, Meeting Rooms A&amp;B</b>

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

Sincerely,

*Michael Liguori*

Sales Manager, Westchester County Center