

Sportsmen Yacht Club

Member Event Contract for Use of Facilities

1. Check the calendar on our website to verify if the date you want is available.
2. Read, complete, and sign this form.
3. If you are requesting to use the upper deck Clubhouse facilities, a check for \$300.00 is required with this form.
4. Place this form and your check (if required) in the Treasurer's mail slot on the office door.
5. Your requested date will be placed on the Club's calendar on our website; however, it must be reviewed and approved by the Board at the next scheduled monthly Board Meeting following your submission. It is your responsibility to follow-up with the Rear Commodore to verify if the event you are requesting has been approved by the Board.

Requesting Sportsmen YC member's name: _____

Date of this Application: _____

The following rules apply:

1. Parties of 25 persons or more must be pre-approved by the Board of Directors. An advance deposit of \$300.00 must accompany this request for use of the Clubhouse. If the facilities (Clubhouse and Club grounds) are left in clean undamaged condition, \$100.00 of your initial deposit will be refunded and the remaining \$200.00 will be non-refundable to cover utilities, garbage disposal, and other Club expenses. Parties held outside where the upper deck of the clubhouse is not used do not require the \$300.00 deposit.
2. Host member is responsible for arranging clean-up immediately after the event is over. Trash is to be placed in the appropriate Club dumpster and/or recycle bins.
3. Host member is responsible for ensuring for registering **all** guests in the Club Registry and shall be held responsible for their guests' actions. Children must be under adult supervision at all times. Children under the age of 13 are not allowed in the berth areas or on the docks unless accompanied by an adult and they are wearing coast guard approved life jackets.
4. It is the host member's responsibility to arrange for bartender(s) for the event. Only Regular/Family/Associate Club members are allowed to be behind the Club bar. Non-members are not allowed behind the bar at any time.
5. The Bar Manager must be contacted by the host member and notified of the date and time of the function to ensure the bar has been set up with beverages and money to be used for change. Bar party prices will be in effect during the time of the event. Member is responsible for stocking the bar before and after their event.
6. All liquor laws, ABC regulations, Club rules and regulations must be strictly adhered to.
7. No candles or open flames permitted anywhere on the Club grounds.
8. Member to furnish all paper/plastic products needed for their event.
9. Host member is responsible for hired persons and/or guests. Host member (or another Club member who is equally knowledgeable regarding details of the event) must be on the premises and available at all times while hired persons and/or guests are on the Club grounds.

Parties Held in the Clubhouse (Upper Deck)

1. The main galley must be clean with all dishes and/or cookware returned to the proper cabinets/storage areas. Stove must be cleaned and sinks must be clean and free of debris.
2. All tables must be wiped clean and returned to the standard configuration used for regular Club events. Chairs must be placed around the tables or on top of tables.
3. Linen tablecloths and napkins (if owned by the Club) must be laundered, folded, and returned to their proper storage place. Instructions for proper laundering are posted in our laundry room.
4. Floors must be swept and obvious food or drink spills must be cleaned up.
5. Bar area, used during the party, must be cleaned. Glassware must be washed and returned to racks.
6. All decorations must be removed and properly disposed of following the party.
7. All garbage must be taken to the dumpster or taken off the grounds. Garbage containers should have new liners placed in them. All recycle bins should be dumped into the appropriate blue bins outside.

Parties at the BBQ Area

1. Garbage and recycle bins must be emptied and all debris must be cleaned up and properly disposed of in the dumpster.
2. Guests are not to use the upper deck facilities.

Date of Event: _____ Type of Event: _____

Is this event intended to be a surprise for a Club Member? _____

Time the Facilities will be in use (may include time requested the day before/after if available):

Date(s): _____ Time: _____

Number of people invited/expected for this event: _____ (Maximum is 160 persons.)

Signature of Requesting Sportsmen YC Member: _____

This means you have read and accept the rules and requirements on this form.

Contact Phone Number: _____

This section for Board use:

Date deposit received: _____ Date of Board Approval: _____

Check # and date of \$100 deposit refund or reason for non-refund: _____

Bartenders assigned: _____

OD assigned to be on duty: _____