

Sportsmen Yacht Club

Member Event Contract for Use of Facilities

Requesting Sportsmen YC member's name: _____

Date of this Application: _____ Requesting: ___ Upper Deck Clubhouse ___ BBQ Area

Please Read Completely and Carefully

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.** There is no deposit or cost for events held in the BBQ area; this form must still be completed to request a Member Event in the BBQ area.
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 Treasurer to verify if the event you are requesting has been approved by the Board.

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. **Member Events will be for members and their immediate family only. Examples: A birthday party or wedding/baby shower for a member's immediate family member or another Club member is acceptable. A birthday party or wedding/baby shower for a member's son's friend is not the intent for a Member Event. In addition, our Club is not intended to be an event center for public activities such as fundraisers, etc.**
3. Host member is responsible for registering **all** guests in the Club Registry. Host is responsible for providing name badges or wrist bands for all their guests. Host 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, and Club rules and regulations, must be strictly adhered to. For a Member Event, no liquor will be served after midnight.

7. No candles or open flames permitted anywhere on the Club grounds.
8. Host Member to furnish all paper/plastic products needed for their event.
9. Host Member is responsible for all hired persons and/or all guests. Host member must remain at the event until hired persons and/or all guests have departed from the Club grounds. The Member sponsoring a Member Event may not leave the area where the event is being held, whether the upper deck of the ferry (Clubhouse) or in the BBQ area.
10. Guests at the Member Event who are not Members of the Club will not be allowed to invite their friends to come join them at the Club to enjoy the benefits of the Club.

Events 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.

Events 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: _____ Event Type and Relationship to Host Member: _____

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):

Date(s): _____ Start Time: _____ End Time: _____

Number of people invited/expected for this event: _____ (Maximum is 125 persons for an event being held inside the Clubhouse.)

Signature of Requesting Sportsmen YC Member: _____

Contact Phone Number(s): _____

By signing this form, you agree to all the rules stated above.

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This section for Board use:

Date deposit received: _____ Date of Board Approval: _____

Bartenders assigned: _____

OD assigned to be on duty: _____

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