

BAY VIEW YACHT CLUB FACILITIES RENTAL AGREEMENT

This form must be completely filled out - Please Print

EVENT _____ DATE _____

Number of Guests _____ Start Time & End Time _____ to _____

Member Name _____ Member No _____ Phone No _____

Applicant Name _____ Phone No _____

Areas requested to be used: Pavilion Anchor Room/Upstairs Galley/Kitchen Commodore's Rm/Basement

SERVICE	CHARGE	TOTAL COST
Non-Refundable Rental Fee (\$25.00 per area)	# of Areas to be used _____ @ \$25 each	\$
ROOM CLEANING/DAMAGE DEPOSIT	# of Rooms to be used _____ @ \$50 each	\$
Kitchen/Galley to be used?	Yes ___ or No ___	
BARTENDER CHARGES (minimum of 2 hour shift per bartender) <u>THIS FEE MUST BE PAID IF OVER 60 ADULTS ATTENDING EVENT OR YOUR RESERVATION WILL BE AUTOMATICALLY CANCELLED</u> <i>Members Initials</i> _____	# OF EVENT HOURS _____ @ \$10 per hour per bartender	\$
Please Provide SEPARATE CHECKS	***Kitchen and Basement Rentals are Separate Rentals***	
TOTAL DUE (Due at time of submitting application)	Check # _____ Check # _____ or Cash	\$

RESERVATIONS - Reservations should be made at least one month in advance of the planned event. Any changes to the original rental agreement must be made and paid for 2 weeks in advance of event. If payment not received for any changes, the member's account will be billed for any additional fees required for the changes. **Rental fees and deposits are due in full at time of turning in application for reservations, failure to do so will result in NO RESERVATION...(no deposit and fees no reservation)**

Member's Initials _____

RENTAL DEPOSITS - Room rental deposit for the facilities is refundable only after the checklist is signed off and approved by the Rear Commodore.

Member's Initials _____

FEES AND DEPOSITS: The **rental fee is \$25 for each area of the club** rented and is non-refundable.

If the **COMMODORE'S ROOM** is to be used, a refundable cleaning and damage deposit of \$50 is required in addition to the rental fee for the room. No private parties to be book in this area during summer season. Any parties booked in this area are open to BVYC members to participate in.

If the **GALLEY (KITCHEN)** is to be used, a refundable cleaning and damage deposit of \$50 is required in addition to the rental fee for the use of the kitchen.

If the **ANCHOR ROOM** is to be used, a refundable cleaning and damage deposit of \$50 is required in addition to the rental fee for the use of the room.

Refunds on cleaning/damage deposits will be assessed per each event and if applicable will be available to be picked up the week after event. Refunds not picked up within 30 days will be lost. Any additional cleaning will be charged at \$25 per hour against any deposits received.

ALCOHOL - Absolutely no alcohol may be brought onto the premises. All alcohol must be purchased by and served by our Club. No alcohol served is allowed to be carried outside of our licensed liquor area. Any infraction of these rules will result in the immediate termination the event.

Member's Initials _____

SPONSORSHIP - For any rental of club facilities a **BVYC MEMBER MUST BOTH SPONSOR AND ATTEND THE EVENT, AND BE PRESENT FOR THE DURATIONS FO THE EVENT.** All events must receive the current Rear Commodore's approval.

FACILITIES - The Commodore's Room, Anchor Room, Deck, Outdoor Pavilion adjacent to the club house, and the Galley (Kitchen) are each considered separate areas for rental purposes.

GENERAL USAGE RULES:

Events, including setup for the event, are to be held during the club's normal hours of operation. Evening events may set up and decorate the same day or the afternoon of the day before, if schedule permits. Other arrangements may be made with the Rear Commodore's approval.

Smoking is strictly prohibited anywhere within the building.

The area rented is to be returned to the condition it was found in prior to the event.

Trash removed from building and placed in dumpster.

Tables and chairs cleared and placed back to their original configuration, per the club seating chart.

Decorations removed.

Pool table and shuffle board table uncovered, if covered for the event.

The pool table and shuffle board are not to be moved.

Events shall not interfere with member's use of the facility.

The usage of nails, tacks, staples, confetti, and glitter are not permitted.

No holes of any type are allowed in walls or trim-work.

GALLEY (KITCHEN) RULES:

Club supplies are not to be used, bring your own paper plates, napkins, foil, saran wrap, disposable eating utensils, etc. Consumable items in the pantry are club property and not to be used.

Galley cleaning will include glassware, utensils, pots, pans, and dishes washed AND returned to their proper storage areas.

Deposit will be lost if this is not done!

Floors are to be swept and mopped. All surfaces are to be cleaned and all garbage/trash removed from building. **Deposit will be lost if this is not done!**

ANCHOR ROOM RULES:

The Anchor Room capacity in 170 persons.

Events with 60 adults or more will require a surcharge for an additional bartender of \$10.00/hr. per bartender with a two hour minimum per bartender.

Bartenders will be scheduled at the bar manager's discretion.

I acknowledge that I have read and understand all the rules for renting the BVYC facilities by signing my signature below

Member's Signature _____ Applicant's Signature _____

Office Use Only