



**Bayshore Yacht Club**  
**Facility Rental Procedures & Agreement**

Sponsor/Member: Name: \_\_\_\_\_ Member # \_\_\_\_\_

Renter Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Event description: \_\_\_\_\_

Estimated # of attendees: \_\_\_\_\_ Bar: (Circle one) Cash Tab

1. The Renter, if a BYC member, should contact the Club Manager or a member of the Board to arrange for rental of the Club.
2. In the event the Renter is a non-member, that person should contact a BYC member for sponsorship, and the sponsor should contact the Club Manager to arrange for the rental of the Club. All rentals must be approved in advance by a board member before rental confirmation.
3. The Club Manager will verify and confirm the availability of the requested rental date/time to the Club rental calendar.
4. The Renter, sponsor (if applicable), Approving Board Member and the Club Manager will sign this agreement as evidence of the rental, and agree to the estimated pricing on the attached Bayshore Yacht Club Function Sheet form.
5. A copy of this signed form will be forwarded to the Board and a copy kept by the Club Manager.
6. The Club Manager will ensure proper staffing for the event.
7. The rental fee of \$65.00 will be collected at the time of signing this form as a deposit. This fee is refundable up to seven (7) days in advance of the event. Any special food, beverage, or other requested items already purchased specifically for the event are payable in full at the time of cancellation.
8. Food and beverage requirements are to be outlined on the form by the manager, along with the estimated number of guests, and the staffing requirements and will furnish the Renter with an estimated cost at the time of booking.
9. Any additional requests during the event are to be added to the form and initialed by the Renter.
10. The final bill will be totaled at the end of the event and full payment will be collected from the Sponsoring Member at that time. The only exception is for non-member rental when no alcoholic beverages are served. Payment may then be made by the Renter.
11. The Renter is responsible to clean and leave the Club in the same condition as found or a \$50.00 cleaning fee will be charged.

Renter: (print & sign) \_\_\_\_\_

Sponsor: (print & sign) \_\_\_\_\_

Club Manager: (print & sign) \_\_\_\_\_

Board Member Approval: (print & sign) \_\_\_\_\_

## Bayshore Yacht Club Rental Worksheet

<b>Sponsor/Member Name</b>			<b>Member #</b>
<b>Sponsor/Member Phone#</b>	<b>Home</b>	<b>Cell</b>	<b>Other</b>
<b>Renter Name</b>			
<b>Renter Phone#</b>	<b>Home</b>	<b>Cell</b>	<b>Other</b>
<b>Day/Date of event</b>			
<b>Start time</b>		<b>End time</b>	
<b>Estimated # of People</b>		<b>Theme/Occasion</b>	

**Instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QTY	ITEM	PRICE/SERVING	TOTAL
_____	_____	_____.	_____.
_____	_____	_____.	_____.
_____	_____	_____.	_____.
_____	_____	_____.	_____.
_____	Keg of Beer	_____.	_____.

Dinners will be priced based on menu selection and quantity of people

	Estimated bill	Actual bill
<b>Food</b>		
<b>Bar</b>		
<b>Subtotal</b>		
<b>Club Rental Fee</b>	<b>\$65.00</b>	<b>\$65.00</b>
<b>Labor @ \$15.00 per person/per hour*</b>		
<b>Total</b>		
<b>Less Deposit</b>		
<b>PAYMENT DUE AT END OF EVENT</b>		

***ALL BILLS MUST BE PAID BEFORE THE END OF THE EVENT. ANY CANCELLATION OF THE EVENT WILL BE CHARGED A CANCELTION FEE FOR ANY SUPPLIES PURCHASED FOR THE EVENT.***

*\* Includes pre-event setup and after event cleanup time.*