



Bayshore Yacht Club
Facility Rental Procedures & Agreement

Sponsor/Member: Name: _____ Member # _____

Renter Name: _____ Phone: Cell: _____ Other: _____

Event description: _____

Estimated # of attendees: _____ Date of request: _____

The Renter, if a Bayshore Yacht Club (BYC) member, should contact the Club Manager or a member of the Board to arrange for rental of the Club.

1. 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 facility. All rentals must be approved in advance by a board member before rental confirmation.
2. The Club Manager will verify and confirm the availability of the requested rental date/time to the Club rental calendar, and that the facility has appropriate capacity for the requested event.
3. 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.
4. A copy of this signed form will be forwarded to the Board and a copy kept by the Club Manager.
5. The Club Manager will ensure proper staffing for the event.
6. The rental fee of \$85.00 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 beverage, or other requested items already purchased specifically for the event are payable in full at the time of cancellation.
7. 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.
8. Any additional requests during the event are to be added to the form and initialed by the Renter.
9. 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.
10. The Renter is responsible to leave the facility in the same condition as found or a \$50.00 cleaning fee will be charged. The cost of repair of any damages to the facility will be the responsibility of the renter.
11. The kitchen will be closed and unavailable to the renter. There will be no use of kitchen equipment. No food will be provided by BYC although the renter may provide food.
12. If the event goes beyond the agreed upon hours an additional fee of \$100 will be charged.
13. Per Michigan law no alcoholic beverages may be brought into the facility. All alcohol served at the event must be purchased from BYC.

Renter: (print, sign & date) _____

Sponsor: (print, sign & date) _____

Club Manager: (print, sign & date) _____

Board Member Approval: (print, sign & date) _____

Bayshore Yacht Club Rental Worksheet

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

Instructions: _____

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

	Estimated bill	Actual bill
Bar		
15% automatic tip on bar charges		
Club Rental Fee	\$85.00	\$85.00
Miscellaneous/Other		
Labor @ \$20.00 per person/per hour*		
Total		
Less Deposit		
PAYMENT DUE AT END OF EVENT		

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

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