



Bayshore Yacht Club Rental Procedures

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 or a member of the Board to arrange for the rental of the Club. All non-member rentals must be approved in advance by the board 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 (when required), Board approval signature (when required) 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 are payable in full at the time of cancellation.
8. Food and beverage requirements are to be outlined on the form, along with the estimated number of guests, and the staffing requirements to 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. Then payment may 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.

Requested Date of Event: _____

Event Description: _____

Renter (print/sign/date): _____

Sponsor (print/sign/date): _____

Club Manager (sign/date): _____

Board Approval (sign/title/date): _____

Bayshore Yacht Club Function Sheet

Sponsor/Member Name			Member #
Renter Name			
Renter Phone#	Home	Cell	Other
Day/Date of event			
Start time		End time	
Event attendees	Club or Private/Rental	Theme/Occasion	
Estimated # of People		Bar	Cash or Tab

Instructions _____

 _____ (may continue on reverse)

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

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

	Est# Estimated bill	Actual # Actual bill
Food		
Bar		
Subtotal		
Club Rental Fee	\$65.00	\$65.00
Labor @ \$10.00 per person/per hour*		
Gratuity @15% of Food/Bar Subtotal		
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 FOR THE EVENT.

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