



# Palmer's Cove Yacht Club Hall Rental Application

## TERMS

1. The hall is for the use of Club Members and their immediate family members only.
2. All hall rental applications must be approved by the Board of Directors, and the event date must be coordinated with the Rear Commodore. Rental dates/times are first-come, first-serve. Note that the hall will not be rented during or on the eve of a Club function.
3. The renting Member must be present at all times during the Member's function. This includes during the set-up and breakdown of the hall.
4. No decorations may be attached to the hall walls or ceiling.
5. Last call is at 12:30 a.m., and all drinks must be off the tables by 12:45 a.m.
6. All members and guests must leave the Club by legal closing hours.
7. The Club Lounge area is for Club Members; the folding accordion doors between the hall and the lounge must remain closed for the first 2 hours of the event.
8. The hall will not be used for under-age parties.
9. Children are not permitted in the Lounge at any time during an event. An adult must accompany any attending children at all times, anywhere on Club property.
10. The renting Member will be held financially responsible for any damage caused by his or her guests.
11. The front door is never to be left unlocked. The renting Member must assign a person to let guests in the front door.

## FEES

12. Hall Rental Fees are as follows:

**HALL RENTAL FEE:** For 30 or less people, the hall rental fee is \$60.00. For 30 or more people, where alcohol will be consumed, the hall rental fee is \$120.00 (because an extra bartender is required).

**ADDITIONAL FEE:** The hall and the galley must be cleaned by 9:00 a.m. on the following day. All trash barrels must be emptied. If the hall and/or galley aren't left in clean condition, the member will incur a \$90.00 cleaning fee.

13. The hall rental fee does NOT include use of the Club's supplies including paper plates, napkins, utensils, sterno cans, helium, or other consumable goods in the galley, walk-in or storage room. All such materials must be supplied by the Member. The Member may use the Club's buffet warmers, but should consult with the Rear Commodore in advance of the event if Club serving equipment will be used.

## PARKING

14. The renting Member must inform his/her guests that parking is NOT ALLOWED on Club property. The renting Member will monitor the parking lot to ensure that guests do not park on club property. Failure to keep non-members from the parking lot will result in a \$120.00 fine to the renting Member. All non-member vehicles will be towed at the owner's expense. If handicap access parking is required, notify the Vice Commodore in advance so that your guest may be accommodated.
15. If temporary delivery access is needed to unload party supplies, the vendors may temporarily park outside of the Club entrance door. Vendor vehicles must be moved immediately after unloading.

SIGNATURE AND EVENT INFORMATION ARE REQUIRED ON THE REVERSE SIDE OF THIS FORM.

## ACKNOWLEDGMENT

I acknowledge that I have received a copy of the PCYC Hall Rental Policies and Rules, and that I understand and will adhere to these policies and rules. I also understand that failure to follow these rules will result in a fine and a loss of my deposit money.

\_\_\_\_\_ (Member / Renter signature)

### PCYC HALL RENTAL INFORMATION

Date of event:	Alternate date(s):			
Time of event:	From	a.m./p.m.	To	a.m./p.m.
What time do you plan on arriving to setup before your event?				
Renter (member):	Telephone:			
Occasion/reason for use: (please indicate if <b>SURPRISE</b> )	Email:			
Approximate number of guests:				
How many guests will be under 21?				
Will alcohol be served?	Yes	No		
Would you like to hire a particular PCYC bartender for your event? (If yes, who?)	Yes	No		
Will you be using the galley?	Yes	No		
If you will be using the galley, specifically what will you use the galley for?	Heating Cooking Caterer (Please list name of caterer)			
Comments or additional requests:				

For Office Use:			
Fees and deposits received:	Date:		
	Check no.	Amount:	
	Check no.	Amount:	
Approved by Board of Directors	Date:	Initials:	
Date verified by Rear Commodore	Date:	Initials:	
Copy to PYC Bar for Scheduling	Date:	Initials:	