



Pattaconk Yacht Club Clubhouse Rental Contract

Reference: Article X – Club Privileges & Customs Sections 1 & 2

PLEASE PRINT ALL INFORMATION

Date of event:	Number of guests (max 140):
Time of event: From: To:	Type of function:
Person Responsible:	Member (circle one): Yes No
Street address:	City/State/Zip:
Phone:	Email:
Kitchen facilities to be used: Yes ^{see note1} No	Beer or Liquor to be served : Yes ^{see note2} No

Note 1: Use of kitchen requires presence at the event of a certified serving agent. The club dishes, silverware and dishwasher are not available for use by any renter.

Note 2: Alcohol cannot be sold for donations. Person Responsible assumes responsibility for the actions of the guests while on and driving off from the Pattaconk Yacht Club property.

Fee schedule (two checks required)

1-Cleaning deposit:	\$100 Refundable within 30 days following inspection. Cost of any damage will be deducted from the deposit. Damages that exceed the deposit will be billed to the Person Responsible.
2a Rental Fee (members):	\$350 + tax = \$371 (Checks for rental & cleaning must be written on member's account to get the member rate)
2b Rental Fee (non-members):	\$700 + tax = \$742

Required Insurance (send proof of insurance to Assistant Secretary at least three weeks prior to event)

Each occurrence	\$100,000
Both bodily injury and property damage.	\$300,000

Member or Host (a.k.a. Person Responsible) is RESPONSIBLE FOR:

SAFETY: Do not block exits. SAFETY: Know where fire extinguishers are. SAFETY: Know the location and contents of first aid cabinet. Being present during the entire function. Ending the function at the agreed upon time.	Any and all damages to the clubhouse or club property. Any injuries to persons. Inspection of the clubhouse prior to the event. Cleanup of the clubhouse after the event. The guests and their actions.
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Restrictions

ROOM RENTAL IS LIMITED TO THE UPSTAIRS OF THE CLUBHOUSE AND DOES NOT INCLUDE THE GROUND FLOOR (OTHER THAN THE FRONT ENTRANCE), NOR THE PAVILION OR CLUB GROUNDS. Rental of the Clubhouse by non-members is restricted to dates prior to Commissioning and after Labor Day weekend. UNLESS OTHERWISE APPROVED. All rentals are to be submitted to the Assistant Secretary and are approved by the Executive Committee. Non-member rentals from after Labor Day weekend to October 31 st must end by 8 PM. UNLESS OTHERWISE APPROVED The Clubhouse cannot be rented for functions where tickets are sold for admission, such as Stag Parties, etc. Guests are not permitted to board member boats unattended. No animals are permitted in the Clubhouse at any time.

Please remind your guests of the following

Smoking is not permitted anywhere in the Clubhouse. Parking is limited. Guests should park on the grass across from the Clubhouse. Handicapped persons (only) may park in the circular driveway.
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Specific cleanup instructions (Incomplete cleanup requiring club manpower will be deducted from the deposit at \$25 per man hour)

Cleanup must be done immediately after the event is over unless a special exception is obtained from the Assistant Secretary. Trash bags must be removed and placed in the dumpster. Spilled beverages or food must be cleaned from the floor, tables, etc. Upstairs restrooms must be left clean. Floors are to be swept. Furniture (folding chairs, tables) is to be stored in the proper areas. Any utensils or containers used from the kitchen must be washed, dried, and put away.
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I have read the Clubhouse Rental Agreement and hereby agree to the terms and conditions of this contract. My (2) checks payable to **PATTACONK YACHT CLUB** are enclosed.

- 1- Deposit (\$100) (Refundable after inspection following event)
- 2- Rental Fee (\$) (fill in amount from above fee schedule)

SIGNATURE: _____ **DATE:** _____

Please mail your completed application and checks to the Assistant Secretary, see Roster. (Do NOT use the club PO Box).