



## Gladstone Yacht Club Hall Rental Agreement – Terms and Conditions

The undersigned (hereinafter referred to as “Renting Member”), making application to the Gladstone Yacht Club (hereinafter referred to as “Club”) agrees to the following terms and conditions:

1. To rent the Hall, you must be a G.Y.C. member. The Renting Member must be present during the entire event. Failure to remain will result in disciplinary action up to and including revocation of Membership.
2. When reserving the Hall, a rental agreement must be signed and the full rental amount must be paid before the date will be reserved. All clean-up must be done immediately following the event. Exception = BBQ grills put away next day.
3. Being a key club, the door shall NOT be propped open for incoming guests. It will be the Renting Member’s responsibility to open the door for their guests.
4. The Renting Member may not use tape, staples, nails, tacks or any other fastener that will damage or deface Club equipment or property, for hanging or fastening decorations, signs or other items anywhere on Club premises.
5. No alcoholic beverages or soft drinks may be brought into the facility from the outside. Alcohol can be consumed within the confines of the concrete seawall surrounding our building outdoors. The patio can be used, but hopping the surrounding railing for access or exit is prohibited.
6. Capacity is to be no more than 100 people.
7. The Renting Member shall comply with all laws, rules, and regulations of the federal, state, county and local authorities, as well as the Club rules.
8. The Renting Member agrees not to hold the Club, its agents, servants, and/or employees responsible for loss, damage or injury incurred due to, or alleged to be due to, the negligence of the Renting Member, Renting Member’s officers, agents, contractors, or employees during the Renting Member’s use of the Club. The Renting Member will be responsible for all damages to the Club, its facilities and grounds caused by the Renting Member or their guest.

9. \_\_\_ The Club, as an alcoholic beverage licensee, is solely responsible for the sale and service of all alcoholic beverages on the property. Only members of the GYC may purchase alcohol. The Renting Member may purchase a “special liquor license” that will allow for all “of age” guest to purchase alcohol and eliminate the requirement of the Renting Member to open the door for all incoming guest.  
Special liquor licenses require a MINIMUM 30-day notice and an additional fee.

\_\_\_ A “bar tab” must be used for the transfer of alcoholic beverages to guest if a special liquor license is not purchased. Any alcoholic beverages served during the rental must be supplied by the Club and dispensed only by Club servers and bartenders. The Club will require proper identification (photo ID) of any person of questionable age and refuse service to any person who, in the Club’s judgment, appears to be intoxicated. No children may be seated at the bar.

10. The Renting Member agrees that the use of the Club’s facilities will be limited to the day of the event between the hours listed on the agreement. Delivery of rental supplies and necessary equipment, decorating, setting-up and all preliminary activities may be accomplished the day before the rental of the Club for the event, only with the approval of the Steward or Entertainment Chairman, so long as the regularly scheduled use of the Club by the members is not inhibited or interfered with. There must be a bartender present during the entire contracted event. The Event or set up may start at 3:00 p.m. or later, 1:00 p.m. or later on Sundays. If Renting Member requests an earlier start, Renting Member must pay for the additional hours for the bartender at the rate of \$20.00 per hour, provided a bartender is available to start earlier.

11. \_\_\_ Renting Member understands and agrees that rental of the Club does not constitute exclusive use. The Club’s bar area and grounds will remain open for the use of members always.

12. If Renting Member is utilizing the kitchen, Renting Member shall notify the Club of kitchen equipment needed (silverware, cookware, etc.). A Board Member or bartender will set out the requested equipment, and check same back in after the event. Renting Member agrees to be solely responsible for the condition of all rental supplies and equipment. If the kitchen is used, the Renting Member is responsible for dishes and complete cleanup of the kitchen.

Hall rental prices differ based on the intended use of the club (e.g., Parties, Service Org., Gen. Meetings) and whether the ovens will be used for cooking/warming. If the ovens will be utilized, the price is higher as defined in the "Rental Fee" section. The kitchen facilities are available without extra charge for assembly and serving food prepared elsewhere, when no additional oven cooking, oven warming, or preparation is required.

13. The Hall shall not be rented to any political organization or group. Further, the Hall shall not be rented for any political activity.

Kitchen items provided when renting Hall with Kitchen.

Non-disposable plates, cups bowls, platters, etc....  
Non-disposable flatware & utensils  
Salt & Pepper  
Ketchup & Mustard  
Detergent & cleaners  
Towels and clothes for clean-up

Kitchen items **NOT** provided with rental.

Deep Fryer  
All disposable items  
Plates, cups, bowls etc.  
Napkins  
Plastic flatware  
Take-out containers  
Plastic wrap and Foil  
Ice bags, plastic storage bags  
Any foods in the refrigerator and freezers  
Condiments in the cabinets, except for those identified above

The attached Event Outline and Rental Fee statement are integral to this contract. I have read and agree to these terms and conditions.

Signature of Renting Member \_\_\_\_\_

Date \_\_\_\_\_

## EVENT OUTLINE

<b>CONTACT INFORMATION</b>	
Renting Member:	Day Phone #:
Street Address:	Home Phone #:
City/State:	Cell Phone #:
Zip:	Email :

<b>EVENT INFORMATION</b>	
Type of Event:	Number of Guests:
Date Requested:	

<b>TIME INFORMATION –</b> (Set-up and clean up times must be included in the hours)	
From: (a.m. or p.m.)	To: (a.m. or p.m.)
Start time of the Event:	

<b>EQUIPMENT/SPECIAL REQUEST</b>	


## RENTAL FEES

***Payment in full must be received before date can be reserved***

<b>PARTIES/EVENTS/GENERAL MEETINGS</b>		
TYPE OF CHARGE	AMOUNT	TOTAL
CLEAN UP FEE DEPOSIT (All Events)	\$ 50.00	\$ 50.00
With Kitchen Use	\$ 100.00	
Without Kitchen Use	\$ 50.00	
Special liquor license	\$75.00	
<b>EARLY OPEN BAR FEE</b>	\$20.00/Per Hour	
<b>TOTAL COST</b>		<b>\$</b>

<b>SERVICE ORGANIZATION MEETING/EVENTS</b>		
TYPE OF CHARGE	AMOUNT	TOTAL

CLEAN UP FEE DEPOSIT (All Events)	\$ 50.00	\$ 50.00
With Kitchen Use	\$ 50.00	
Without Kitchen Use	\$ 25.00	
<b>TOTAL COST</b>		\$

Hall rental includes a \$50.00 cleanup fee deposit, which will be refunded if the cleanup is done by the Renting Member on the day of the rental, before bar closing.

The bartender on duty will inspect the kitchen and hall before authorizing a refund of the cleanup fee.

**NO REFUND OF THE RENTAL FEE IF CANCELLATION OCCURS  
WITHIN 60 DAYS OF THE RENTAL DATE.**