



LAVALLETTE YACHT CLUB CLUBHOUSE RENTAL REQUEST FORM

Name: _____	Rental Purpose: _____ (Be Specific)
Address: _____ _____	Rental dates: 1 st Choice: _____ 2 nd Choice: _____ 3 rd Choice: _____
Phone: _____ Email: _____	
Number of Guests Attending: _____	Time of Rental: From: _____ To: _____ (5 hrs/standard fee)
Number of Members Attending: _____ Number of Minors Attending: _____ Total Number Attending: _____	<div style="border: 1px solid black; padding: 5px;"><p>Minimum rental fee is \$500. A non-refundable deposit in the amount of \$100 is due with the Rental Request Form.</p><p>The balance of the rental fee of (a minimum of \$400) plus a security deposit of \$500 is due one week prior to the event.</p><p>Additional charges apply as set forth below.</p></div>
Areas within the Club building and grounds to be rented: _____ _____	

Approval of rental requests will be pending the finalization of LYC's regatta and social calendars.

RULES AND REGULATIONS FOR CLUB RENTAL

1. Request for use of the Clubhouse at any time except for scheduling of LYC Club activities must be submitted in writing to the Clubhouse Rental Coordinator at least 30 days prior to proposed use. It is understood that any Club Rental is subject to the approval of the Clubhouse Rental Committee of the Lavallette Yacht Club in its sole discretion. The Clubhouse Rental Committee will issue approval or denial in writing together with notice of such fees and conditions as are set forth in the following Rental policies or as the Clubhouse Rental Committee may establish in its discretion.
2. The Club may be rented to a Club Member for the purpose of a member's business function or a wedding, anniversary, birthday party, graduation, etc., **which honors members of the immediate family of the Club Member, such as a spouse, child, parent, brother, sister, grandchild/parent.** Alcoholic beverages may be served for these events. All guests must sign the Guest Book at the bar.
3. The Club may be rented to Club Members for other purposes not listed above if approved by the Clubhouse Rental Committee but only non-alcoholic beverages may be served. The Club will not be rented without approval of the Clubhouse Rental Committee and for any profit making purpose.
4. The maximum allowable number of people in attendance at any rental is 80 persons.
5. Entertainment in the form of a band or group is limited to four players/singers.
6. Rental is limited to the use of designated areas of the Club building and grounds approved by the Clubhouse Rental Committee and Club tables and chairs. All tables and chairs shall be replaced in their normal locations by the Club Member at the conclusion of the event.
7. The Club Member is responsible for supplying all food, setting up and decorations, and, at the conclusion of the event, **removing** all decorations and tape and leftover food and replacing all tables and chairs in their normal locations.
8. Renter will be billed \$25 per person per hour for any additional cleanup as determined by the Clubhouse Rental Committee.

9. Caterers will not have access to the LYC kitchen and must submit a current certificate of insurance, naming LYC as an additional insured.
10. Rental does not include Club dishes (china or paper), tableware (metal or plastic), or coffee urns. Rental does not include any services (other than bar services if the Club bar is rented).
11. Renter is responsible for guests observing the NO SMOKING RULE, FIRE LANE, NO PARKING AREA AND SPEED LIMITS. Guests are NOT permitted to park in the officers' reserved parking spots.
12. Renter is responsible for any damage done to the facility and for the conduct of all guests and shall comply with (and cause all guests and all caterers, entertainers and musicians engaged by the renter to comply with) all Federal, State and Local laws and ordinances and all third party rights. Renter assumes ALL LIABILITY for themselves and their guests.
13. Fireworks or any other illegal activities are NOT permitted on Club grounds.
14. Before the event, renter must deliver to the Clubhouse Rental Committee a certificate of event insurance naming the Club as an additional insured and having such limits and coverage (not less than \$500,000) as the Clubhouse Rental Committee may require in its discretion for any damage done to the facility, furniture, fixtures and equipment of the Club and any damage or injury suffered by any person or his or her property as a result of any action or omission of the renter or the guests, invitees, vendors, caterers, entertainers, agents, contractors and representatives of renter.
15. CANCELLATION POLICY: Deposit will be refunded ONLY if written cancellation is received within 10 days of approval date shown on the back of this form. Exceptions will be made to this policy ONLY if the Club is re-rented for the approved date.

I hereby certify that I have read and agree to adhere to the Rules and Regulations that pertain to the rental of the LYC Clubhouse. **The undersigned renter shall defend and indemnify Lavallette Yacht Club, its officers, directors, employees and members for any and all claims, liabilities, losses, costs and expenses (including attorneys' fees and charges) suffered by any person that arise from or relate to use of or presence at the Clubhouse by any person in connection with the event, except for any claim to the extent attributable to the gross negligence or willful misconduct of an employee or agent of the Club.**

Signature_____

Date:_____

You must read and also sign the attachment to this agreement if you are using the bar for your rental.

<p style="text-align: center;"><u>Do NOT Write in this Section</u></p> <p>Date of Rental: _____</p> <p>Date of Approval: _____</p>
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Please complete and sign this agreement above and include payment of \$100 deposit. Mail to: Nancy Seggel
208 Bryn Mawr Avenue
Lavallette, NJ 08735
Catalystps@aol.com
732-829-0266