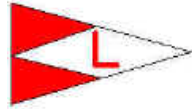


Lavallette Yacht Club

2019 Guidelines for Renting the Upstairs Room



1. Rental of the Upstairs Room is a member amenity and is to be open to members only to rent.
2. The Upstairs Room may be rented during the off season from May 1st through June 15th and after Labor Day through October on available dates.
3. The maximum number of people is limited to 80 per event.
4. The type of party is limited. There will be no bachelorette or bachelor parties.
5. Approval of the event is at the discretion of the Clubhouse Rental Committee.
6. Rental is on a first come first served basis.
7. Contract forms and Club Rules must be followed.
8. The bar is available as per our liquor license and those rules must be followed.
9. Liquor is to be purchased through the Club bar menu and our bartenders are to be used.
10. A rental security deposit and the rental fee are to be paid before the event.
11. Caterers may be used but will not have access to the kitchen.
12. Caterers are to show insurance and the member must sign the rental event contract and provide a Certificate of Event Insurance i.e. from their Homeowners Insurance.
13. The date for the event is to be set with the Clubhouse Rental Coordinator and a \$100 to secure the date must be made when the contract is signed. The deposit will be refunded only if written cancellation is received within ten 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.
14. The Staff Steward for Club Rental Events will also meet with the member and organize the requirements for the event.
15. Setup must be arranged through the Staff Steward for Club Rental Events.
16. Cleanup is the responsibility of the host member. It must be done the day of the event and must be left in the condition in which it was found.
17. The member must be at the party at all times.
18. You must be a member for three years before you can rent the upstairs room.
19. Bathrooms are shared facilities with club members.
20. The member is responsible for providing dishes, glasses, cutlery, caterer's supplies, and tablecloths.
21. A progressive fee schedule will be developed depending on the type of function, date, time and size of the event.
22. Rental of the Clubhouse is a minimum of \$500 for an event. A date reservation deposit of \$100 at time of the contract signing is to be paid. The remainder of the cost of the rental event (\$400) is to be paid a week before the event. In addition, a security deposit of \$500 is needed as well a week before the event and that needs to be a check.
23. A separate rental account will be setup on our POS system for use of the bar.

24. All event add-ons are to be paid that evening at the conclusion of the event.
25. Return of the security deposit (\$500) will be made after an inspection by the Clubhouse Rental Committee.
26. The Clubhouse Rental Committee for the 2019 season will consist at PC Nancy Seggel (Clubhouse Rental Coordinator), PC John Broderick, PC Pat Wright, Manny Rey, Ruthe Oliver , FC Ken Dolan and Clubhouse Rental Committee Co-chairmen Commodore George Anderson and RC Brad Wright.

Respectfully submitted,

Ruthe Oliver, recorder