



Rental by members only for marine oriented, family/friends or civic/community functions only. Member renting is responsible for facility, guests, and children. Member is responsible for all damages to club rental property. Member must attend function. Board of Directors approval needed prior to function. Aeolian Yacht Club functions have priority over all other requests for rentals. **All guests and children are restricted from berthing docks unless accompanied by member.**

Rental Deposit - \$400 (required for all rentals)

	<u>Without Galley</u>	<u>With Galley</u>
Entire Clubhouse		\$600
Downstairs – Hall/Patio/BBQ	\$275	\$325
Downstairs – Back Deck/Patio/BBQ	\$150	\$200
Upstairs – Hall	\$350	\$400
Bar Only	\$75	

**Due with application:**

Rental Deposit (refundable)	\$400
Rental Fee	_____
Bartender(s) add on (if Bar is open)	_____
Total Due	_____

Per Bartender add on to Upstairs or Downstairs Rental \_\_\_\_\_ \$75  
(If over 75 people 2 bartenders are required) The primary bartender must be unrelated to the sponsoring member.

**COMPLETE FOR ALL RENTALS:**

Purpose of rental \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo Day Yr

Number of people: \_\_\_\_\_

Set up time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Actual event time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Bar open: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (Make sure Bar add on is checked above)

Outside caterer: \_\_\_\_\_ (Certificate of Insurance required)

Special requests: \_\_\_\_\_

Sponsoring Member Name: \_\_\_\_\_

Sponsoring Member Phone #: \_\_\_\_\_ Reviewer's Initials: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Signed and Completed Rental Request	Rec'd By _____	Date Verified: _____
Rental Deposit Received \$ _____	Rec'd By _____	Date Verified: _____
Rental Fee Received \$ _____	Rec'd By _____	Date Verified: _____
Rear Commodore or assigned member review of request with member		Date Reviewed: _____
Board of Directors Approval		Date Approved _____
Certificate of Insurance for outside caterers	Rec'd By _____	Date Rec'd: _____
Rental Request Requirements are complete		Date Verified: _____

## RENTAL RULES AND MEMBER RESPONSIBILITIES

1. *Clean up is the renting member's responsibility if rental deposit is to be refunded.* The refund will be reduced for any requirements not completed following the event.
2. The back porch, deck and bar (if open) are available to members regardless if club is rented or not. Only members can be bartenders.
3. The rental of the yacht club facilities must be for the member's use or for the immediate family or friends. The board of directors may extend the rental to civic or community functions, with negotiable rates for non-profit organizations.
4. The function will have a time limit decided upon the application. This does not include preparation and clean up. No function will last past midnight.
5. The renting member must be present for the entire function and will be responsible for the behavior of the guests.
6. All requests for the rental of the facility must be in writing on the proper form and presented to the Rear Commodore who will submit the application to the Board of Directors for approval.
7. The guests are required to stay in the area that is rented. No guests are allowed on the docks or in the workshop area.
8. All alcoholic beverages must be purchased through the Aeolian bar. No exceptions.
9. Hired caterers must have proof of insurance coverage stating Aeolian Yacht Club as additional insured. The member must submit all necessary documents to club.
10. All disposable dinnerware, utensils, napkins, etc. are to be provided by the renter. All tablecloths (disposable or linen) are to be provided by the renter.
11. Alcoholic beverages must not be passed on to minors. Any guest can be asked for proper identification to verify age.
12. The primary bartender must be unrelated to the sponsoring member.
13. Any decorations can be attached to the hooks provided. No nails, staples, additional hooks or tape may be used to place decorations. Freestanding decorations will be accepted. Photos and trophies are to remain where they are. Non-compliance may result in a fee.
14. The tables and chairs must be returned to their original locations after the function.

15. The galley must be returned to the original condition after the function. All pots, pans, dishes and utensils must be washed and accounted for and put away in the proper location after the function.

**RENTAL RULES AND MEMBER RESPONSIBILITIES (CONT.)**

16. All trash, garbage and food must be removed from the building and placed in the dumpster. All recycle must be placed in the assigned recycle bins.

17. Before the function, the Rear Commodore or assigned member will review the rental rules with you and answer any questions you have regarding your responsibilities.

18. After the function, the Rear Commodore or assigned member will inspect the premises before any refund is made of the cleaning deposit.

19. I have read all the above rules with understanding.

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Date

Member Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Additional contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

## END OF EVENT CHECKLIST

Dear Member,

Please drop off a completed copy of this checklist at the office upstairs once you've completed the post event clean up. This checklist will reviewed by the Rear Commodore or other assigned member after the event to determine how much of the Rental Deposit is refundable. The amounts following each item are the estimated deductions from the refund if the requirement is not done.

All trash, garbage and food must be removed from the building and properly processed as detailed below. Please refer to the laminated charts posted in and around the club to verify what is recyclable and what is not. Proper disposal after an event is critical as the club will incur extra cost if additional trash or recycling pickups are required so that normal club activities are not impacted.

We hope to refund the entire deposit but remember, we are a volunteer club. If you don't clean up, someone else will have to!

Mbr Init	Rvwr Init	Requirement	Est. Chg	Reviewer Comments	Actual Charge
		Tables and chairs have been returned to their original location.			
		Bins for garbage and recycling have been returned to their original location.			
		The galley has been returned to the original condition after the function. All pots, pans, dishes and utensils have been washed and accounted for and put away.			
		Glass bottles, plastic bottles, aluminum cans and flattened cardboard must be placed in the labeled containers next to the dumpster.			
		Other recyclables (paper, tin cans, plastic containers, paper containers, etc.) must be placed in the blue recycling bin.			
		Used paper plates, food scraps and other organic waste that is placed in the tall green bins must be dumped in the large rolling green bin at the end of the event.			
		The tall green bins must be washed out with the hose at the corner of the deck by the fire cabinet and left to dry.			

Mbr Init	Rvwr Init	Requirement	Est. Chg	Reviewer Comments	Actual Charge
		All decorations must be removed from the club walls, deck railings and parking lot fences. Signs that have been taped to the front door must be removed <b>ALONG WITH THE TAPE!</b>			
		Balloons must be removed from the premises or deflated and disposed of properly so that they don't end up in the bay.			
		The dishwasher must be left empty <b>WITH THE WATER PUMPED OUT.</b> Directions are located on the wall adjacent to the dishwasher.			
		Floors must be left clean. Mop or vacuum as needed.			
		Total Charges			\$
		Deposit to be refunded			\$