



Clubhouse Rental Application (2 pages)

Date of Application _____

Requested Event Date _____ Time (Start/End) _____

Event Type/Name _____

Estimated Number of Guests _____ Room(s) Requested _____

Applicant / Business Name(s) _____

Billing Address _____ City _____ State _____ Zip _____

Billing Phone _____ Event Contact Phone _____

Event Contact Name _____ Email _____

*Member Sponsor _____

**How Did You Hear About Portland Yacht Club? _____

Peak Day **Yes** (Friday, Saturday, Sunday, Holidays) **No** (Monday, Tuesday, Wednesday, Thursday)

Rental Type **Partial-Facility** **Full-Facility** **Donated Space**

I understand the rules and regulations covering the use and cost of the Portland Yacht Club Clubhouse. I will work closely with the Banquet and Events Manager on all plans and preparations. For sponsored events, the member is assuming financial responsibility for any expenses incurred.

Applicant Signature

Print Name

Date

PYC Sponsoring Member Signature

Print Name

Date

Club Manager Signature

Print Name

Date

-----Office Use Only-----

Application Submission Date _____ **Approved** **Denied**

Club Rental Fee \$ _____ Food and Beverage Minimum \$ _____



Club Rental Request Procedures

1. All Club Rental inquiries must be approved by the Portland Yacht Club Board of Trustees.
2. To submit a rental request, the attached Club Rental Application must be completed by the prospective client with the type of rental desired and sent to the PYC Banquet and Events Manager. The Banquet and Events Manager will ensure availability of the Club, then will electronically submit the request to the PYC Secretary/Treasurer. The Secretary/Treasurer will then request an electronic vote from the Board of Trustees and will report the results to the Club Manager. The PYC Board of Trustees will make its best effort to approve or deny the request as soon as possible and will immediately report to the Club Manager upon the result. The Banquet and Events Manager will then relay those results to the requestor, typically within (7) days or less of the original request.
3. Once the Club has relayed the results, the requestor then has (7) days to secure the space by submitting the required deposit.

Rental Types

- **Sponsored Partial Facility Rental** – A request to PYC to utilize a portion, but not all of the clubhouse space. Note that a partial facility rental may share the facility with members or other groups and may be subject to noise interference out of the clubs control.
- **Sponsored Full Facility Rental** – A request to PYC to utilize the entire clubhouse space.
- **Donated Space** – A request to PYC to donate the use of space without cost. PYC will consider neighborhood association meetings, boating-related classes and seminars, or club-affiliated groups operating as a non-profit.

Included Club Rental Services

- Event Planning Services Including: Menu Planning, Event Configuration/Design and Service Referrals
- Linen Tablecloths (Choice of: White, Ivory or Black)*
- Choice of Color Linen Napkins*
- Gate Security up to 4 hours* *required*
- Round Seating Tables with Banquet Chairs
- China, Glassware and Flatware
- Complete Setup & Tear Down
- Overhead Club Sound System
- Complimentary Cake Cutting
- Ladies Lounge (Bridal Suite) & Men's Lounge (Grooms Suite)- *full facility rental only*
- Designated Event Supervisor

**Included items such as linen and security are strictly available to full priced rental fees. Discounted and donated use of the rental facility will require linen and security at an additional cost.*

Pricing

- Room Rental Fees will be determined by the requested date, number of guests and time of year.

Food and Beverage Minimums

In addition to the Club rental fee, food and beverage minimums will apply. Food and beverage minimums are set by the Banquet and Events Manager and vary depending on event date and demand of the facility.

Deposits

INITIAL CLUB RENTAL DEPOSIT

REQUIRED UPON RENTAL REQUEST

A 50% non-refundable deposit of the Club Rental Fee must be submitted upon the rental request to secure Club space.

FINAL CLUB RENTAL DEPOSIT & DAMAGE DEPOSIT

REQUIRED (30) DAYS PRIOR TO EVENT

The remaining 50% Club Rental Fee and a refundable Damage Deposit of \$1000.00 is required to proceed with event operation. The Damage Deposit is 100% refundable and will be refunded with the final bill if not applied. A credit card authorization form will need to be completed at this time for any final and day-of event charges.

FINAL DETAILS, GUEST COUNT & CATERING BILL

REQUIRED (10) DAYS PRIOR TO EVENT

A Final Proposal will be provided by the Banquet and Events Manager and will include your Event Details and Invoice based on your final guarantee. It will be your responsibility to relay any requested changes prior to the required due date and submit the proper payment. The event will occur as it is listed on the Final Proposal, so we request your confirmation of approval by email response or signed copy. If we do not receive a response, we will assume that the event details are correct and approved for operation.

FINAL BILL

Any adjustments made to the final bill or day-of-event charges will be reviewed with the renter within (3) business days preceding the event. The renter then has the option to make payment for any additional charges by check or credit card. Any pending charges thereafter will be charged to the credit card on file and is subject to a 3% transaction surcharge.

COLLECTION

The Banquet and Events Manager will make their best effort to coordinate with the renter and will make a reasonable effort to collect payments by the required due dates. If no contact or payment is made then PYC reserves the right to cancel the event and reopen the requested date to the public. Any deposits previously made may be subject to loss. A monthly finance charge of 10% will be charged on all past due invoices.

Payments

Payments to Portland Yacht Club can be made by check or credit card.

A 3% surcharge will be applied on all credit card transactions.

Labor Costs

Labor costs will be customized by the Banquet and Events Manager based on event timeline and demands.

Catering Costs

PYC offers a full range of catering options, from casual hors d'oeuvres to a formal plated dinner. Please consult our catering menus for pricing.

Corkage Fees

Corkage fees will apply to beverages not purchased through PYC. Fees are: \$10 per 750 ML Bottle of Wine or Champagne and \$100 per Keg of Beer, Plus 20% Service Charge.

Service Charge

All food and beverage services are subject to an automatic 20% service charge.

Club Rules and Regulations

1. All rules and regulations of the Oregon State Liquor Control Commission must be observed.
2. No alcoholic beverage may be brought into the Clubhouse or PYC property without Club Manager Approval. All alcohol must be served by PYC employees whom must follow OLCC rules for all guests. Any unapproved bottles found after or during an event will be charged at a rate \$50.00 per bottle.
3. Alcohol shall not be removed from the Clubhouse or patio area.
4. Minors will not consume any alcoholic beverage on any PYC property, or be allowed in the bar area.
5. Outside food is not permitted for any events. Cakes are permitted from outside vendors, but must be provided by a licensed bakery.
6. Use of Club rental equipment must be arranged for in advance.
7. All members and guests must be out of the Clubhouse by midnight.
8. Rentals and keep-sakes must be removed from the club by 10am the following day. Arrangements must be made with the Banquet and Events Manager if this deadline cannot be met. Anything left after 10am will be disposed of and PYC will not be responsible for its replacement.
9. The SPONSORING MEMBER MUST BE PRESENT DURING THE ENTIRE EVENT for all sponsored events. The sponsoring member will also be responsible for signing the application and any damage or non-payment by his guest.
10. Guests of PYC members shall conduct themselves with proper respect towards PYC Club Staff and property.
11. No nails, pins, or push pins are allowed in the woodwork or walls in the Clubhouse. No tape or decorations are allowed on the windows in the Bar area. Removal, moving or use as decorations or props of Club property including photographs, paintings, trophies and artifacts is strictly prohibited.
12. The moorage is off-limits for guests not accompanied by a member, and the Portland Yacht Club will assume no liability for guests in the event that are injured if this rule is broken. Any damage or theft of the clubhouse property or in the PYC moorage from an invited guest will be charged to the renter.
13. Security is required for any groups requiring the use of PYC's gated parking facilities.