

# PORT TOWNSEND YACHT CLUB

Port Townsend, WA 98368

## PUBLIC RENTAL GUIDELINES FOR RENTING THE PTYC CLUBHOUSE

The clubhouse is a **NO SMOKING** facility

**1. Scheduling:** Schedule use of the clubhouse by completing the attached application. All communications should be addressed to the Rear Commodore. When the Rear Commodore is not available Contact the Officers listed below.

|                 |               |                |  |
|-----------------|---------------|----------------|--|
| Rear Commodore: | Jim Quandt    | (360) 440-2785 | <a href="mailto:jim.quandt@gmail.com">jim.quandt@gmail.com</a>     |
| Vice Commodore: | Rick Rezinias | (360) 379-2886 | <a href="mailto:Reziniasfamily@msn.com">Reziniasfamily@msn.com</a> |

**2. Application:** An application is attached. Complete and mail to [Jim Quandt, 55 Terrace Drive, Port Townsend, WA 98368](mailto:jim.quandt@gmail.com) along with **two checks** as soon as possible to reserve your date: one for the rental fee and the other for the cleaning/damage deposit. If liquor will be consumed, include a **copy** of a banquet permit with this application and display the original at your event. The banquet permit is obtained from the State Liquor Store located on Sims Way. Applications will be presented to the Board of Directors prior to the intended usage for approval. The Board reserves the right to decide each case with the guidelines that any usage should be favorable to the Club's image.

**3. Fees:** Compute the rental fee based on the following table. A refundable cleaning/damage deposit is also charged. Clubhouse and kitchen charges are per day or fraction of day.

|                   |  |                |                        |
|-------------------|--|----------------|------------------------|
| Rental:           | Clubhouse and Kitchen  | \$125.00       | Per day/Portion of Day |
| Cleaning deposit: | Public use <= 25 persons:  | \$50           | 1 time charge          |
|                   | Public use >25 persons:  | \$2 per person | 1 time charge          |
| Note:             | An additional \$50.00 will be added to the cleaning/damage deposit check if alcohol is to be served. |                |                        |

The cleaning/damage deposit check will be held and will be returned to you after satisfactory inspection. The renter is liable for all expenses incurred for damage, excluding normal wear and tear, inflicted by the renting party. Requests for rental refunds or rescheduling of rental dates must be submitted in writing to the Rear Commodore prior to the scheduled rental. The PTYC Executive Board will consider refund requests on an individual basis.

**By order of Fire Marshall Regulation, the maximum capacities are:**

**Standing only: 150 people**

**Tables and/or chairs: 87 people**

**4. Entry:** Once your application has been approved and fees have been paid, entry instructions will be e-mailed to you by the Yacht Club Rear Commodore.

**5. Set-up and equipment:**

- 16 tables (3 ft x 7 ft): Most of the tables will be found on a rack in the closet of the meeting room. When storing the tables, alternate them bottom to bottom and top to top. If tables are out when you arrive, you may, leave tables out when you leave but always stack chairs when you leave for the cleaning lady to be able to clean properly.
- Stacking chairs: Re-stack chairs no more than four high along the side walls.
- L-shaped serving table: Return to the NE corner of the room (by the kitchen).
- TV monitor and video tape deck: Contact the Rear Commodore if this equipment is needed.
- Microphone and speaker system: Contact the Rear Commodore if this equipment is needed.

**6. Please do not attach anything to the walls or panels.**

**7. Clean-up:** After the event, complete all the following cleaning and security details.

- Remove all decorations and displays from the facility.
- Empty all trash containers, including those in the restrooms.
- Trash should be deposited in CJ's Restaurant private trash bin. Arrangements have been made with CJ's for use of their trash bin. Do not use the Port's Environmental Trash Facility located 50 yards to the west (toward the marina).
- Remove all recycling and dispose of appropriately.
- Return chairs and tables to their proper locations.
- If food has been served, please wipe down all tables with a damp cloth.
- Please sweep the floor and mop if necessary. Also vacuum the carpet if necessary. The equipment is found in the closet in the meeting room and/or the closet in the women's bathroom.
- If the kitchen is used, clean and return all kitchen items to their proper storage space.
- If you use our dish towels or dish cloths, please leave them laid out flat to dry.
- Leave kitchen stoves, sinks, counter tops, and refrigerator clean.
- Do not leave unused food on the premises.
- Turn off the heat unless below freezing temperatures are anticipated.
- Check all the doors for security.
- When leaving the building, make certain the front door is securely locked.

**PORT TOWNSEND YACHT CLUB**  
Clubhouse Rental Application

This rental application must be filled out and returned to the Port Townsend Yacht Club Rear Commodore. Return the application with a copy of the liquor permit, if applicable, plus two checks payable to **PTYC**, one for the rental cost and the other for the cleaning/damage deposit

Date of Application: \_\_\_\_\_

Date(s) of Rental: From: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_ Time: \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Responsible Person Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Number of people expected to attend: \_\_\_\_\_

**If alcoholic beverages are to be served, a Banquet Permit is required**  
**Any appropriate permits as required by law must be acquired by the renter.**

Signature of Person responsible to obtain Banquet Permit: \_\_\_\_\_

**OR**

There will be no alcoholic beverages served. (Signature): \_\_\_\_\_

There be live entertainment?      \_\_\_ Yes \_\_\_ No

Dancing?      \_\_\_ Yes \_\_\_ No

Will there be food served?      \_\_\_ Yes \_\_\_ No

Catered?      \_\_\_ Yes \_\_\_ No

Caterer: \_\_\_\_\_

**All rental fees must be paid in advance.**

|   |   |
|---|---|
| Clubhouse and kitchen fee:                        | \$125/Per Day                               |
| Cleaning Deposit:                                 | \$50 or \$2 per person if over 25 attending |
| Security Deposit additional if alcohol is served: | \$50  |

**Please submit two Checks: One for total fees and one for total deposits and a copy of the Banquet Permit**

**The person named as the Responsible Person shall have full responsibility for cleaning the Yacht Club, returning chairs, tables, turning off heat and lights, disposing of garbage and securing the premises upon leaving.**

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to: Jim Quandt  
55 Terrace Drive  
Port Townsend WA, 98368

PTYC member contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Port Townsend Yacht Club Board: \_\_\_\_\_ Date: \_\_\_\_\_