

# PORT TOWNSEND YACHT CLUB

Port Townsend, WA 98368

## MEMBER USE/RENTAL GUIDELINES FOR USING 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 [jim.quandt@gmail.com](mailto:jim.quandt@gmail.com)  
Vice Commodore: Rick Rezinass (360) 379-2886 [Rezinassfamily@msn.com](mailto:Rezinassfamily@msn.com)

**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:** It is the intention of the Club that the Clubhouse be available to all of its members for casual usage except when occupied by scheduled functions. Clubhouse and kitchen charges are per day. The Club member must be present for the entire event.

		<u>Clubhouse</u>	<u>Kitchen</u>
Rental:	Casual use	No charge	No charge
	Family function	\$25.00	No charge
	Organization function	\$50.00	\$25.00 + deposit

Kitchen use cleaning/damage deposit:	<= 25 persons	\$50
	>25 persons	\$2 per person

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.
- Stacking chairs: Re-stack chairs 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.

**8. For Club members** using the clubhouse, the member opening the building is responsible in seeing that the above use requirements are fulfilled. If, however, other members are remaining, the member needs to turn this responsibility to a remaining member.

**PORT TOWNSEND YACHT CLUB**  
**Clubhouse Use/Rental Application for**  
**Members**

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 banquet permit, if applicable, plus two checks, one for the rental cost and the other for the cleaning/damage deposit, if applicable.

Member name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Function: \_\_\_ Casual, \_\_\_ Family, or \_\_\_ Organization. Org. name: \_\_\_\_\_

Intended use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is kitchen use requested? \_\_\_ Yes \_\_\_ No

Will alcoholic beverages be consumed? (Banquet Permit Required)

Yes \_\_\_ I will be responsible for required Banquet Permits. Signature: \_\_\_\_\_

No \_\_\_ Alcohol will not be consumed at this function. Signature: \_\_\_\_\_

Will 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 fee: \_\_\_\_\_ \$25 family or \$50 Organization per day

Kitchen fee: \_\_\_\_\_ \$25 Organization per day + deposit

Cleaning deposit: \_\_\_\_\_ (\$50 or \$2 per person if over 25 attending)

Total: \_\_\_\_\_ Make (2) checks payable to PTYC (if applicable)

**Please submit a copy of the Banquet Permit with checks if alcohol will be consumed.**

**Any appropriate permits as required by law must be acquired by the renter.**

The yacht club member named shall have full responsibility for cleaning the clubhouse, returning chairs, tables, turning off heat and lights, disposing of garbage and securing the premises upon leaving. The Yacht Club Member must be present for the entire function.

Signature of Yacht Club Member: \_\_\_\_\_ Date: \_\_\_\_\_

Board member contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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

Other: \_\_\_\_\_