



MEMBER USE or RENTAL



GUIDELINES FOR CLUBHOUSE USAGE

NOTE: The clubhouse is a NO SMOKING facility.

1. Scheduling:

- a. Schedule use of the clubhouse by completing the attached application.
- b. All communications should be addressed to the Rear Commodore.
 - Rear Commodore: Lee Hoffman
(206) 683-7378, rentals@ptyc.net
- c. In an emergency, when the Rear Commodore is not available, contact the Officer listed below:
 - Trustee: Tom Thurston
(360) 385-5466, ptyctrustee3@gmail.com

2. Application:

- a. Complete attached application along with two checks as soon as possible to reserve your date: one check for the rental fee and the other for the refundable cleaning/damage deposit.
- b. 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 on-line from the State Liquor Control Board:
 - <http://www.liq.wa.gov/licensing/special-licenses-and-permits>
- c. At your earliest opportunity, mail application package with checks to:
 - PTYC Rentals, P.O. Box 75, Port Townsend, WA 98368
 - Applications may be reviewed by the Board of Trustees. The Board reserves the right to approve or deny applications for Clubhouse usage.

3. Certificate of Insurance:

The Renter shall provide the PTYC with a Certificate of Insurance showing not less than \$1,000,000 General Liability coverage limits naming PTYC as Additional Insured for the duration of the rental. If alcohol will be consumed on PTYC premises, the Certificate of Insurance shall include Liquor Liability coverage in the amount of \$1,000,000.

4. Fees:

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

a. Clubhouse/Kitchen Member Rental:

Casual Use	No Charge
Family Function	\$25
Organization Group Function	\$75

b. Cleaning/Damage Deposit: (paid with a separate check)

\$50 for PTYC Member function (member must be present for entire event)
The <u>renter is liable</u> for all expenses incurred for damage, excluding normal wear and tear, inflicted by the renting party.

The cleaning/damage deposit check will be held and will be returned to you or shredded <u>after</u> satisfactory inspection.
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Requests for <u>rental refunds</u> or rescheduling of rental dates must be submitted in writing to the Rear Commodore prior to the scheduled rental.
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The PTYC Board will consider refund requests on an individual basis.
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5. Maximum Occupancy Capacity:

By order of Fire Marshall Regulation, the maximum occupancy capacity is: **87**

6. Set-up and equipment:

- a. 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, please alternate them bottom to bottom and top to top.
- b. Stacking chairs: Re-stack chairs four high along the side walls.
- c. L-shaped serving table: Return to the NE corner of the room (by the kitchen).
- d. Computer projector and speakers: Contact the Rear Commodore if this equipment is needed.
- e. Microphone and speaker system: Contact the Rear Commodore if this equipment is needed.
- f. Please do not attach anything to the walls or panels.

7. Clean-up:

After the event, complete all the following cleaning and security details.

- a. Remove all decorations and displays from the facility.
- b. Empty all trash containers, including those in the restrooms.
- c. Trash should be deposited in Sea J's Restaurant private trash cans. Arrangements have been made with Sea J's for use of their trash cans. Do not use the Port's Environmental Trash Facility located 50 yards to the west (toward the marina).
- d. Remove all recycling and dispose of appropriately.
- e. Return chairs and tables to their proper locations.
- f. If food has been served, please wipe down all tables with a damp cloth.
- g. Please sweep the floor, mop, and vacuum the carpet as necessary. The equipment is found in the closet in the meeting room and/or the closet in the women's restroom.
- h. If the kitchen is used, clean and return all kitchen items to their proper storage space. If you use our dish towels or dishcloths, please leave them laid out flat to dry. Leave kitchen stoves, sinks, countertops, and refrigerator clean. Do not leave unused food on the premises.

8. Exit:

- a. Turn off the heat unless below freezing temperatures are anticipated. In that case, lower to approximately 25%. (meeting room and bathrooms)
- b. Check all the doors for security.
- c. When leaving the building, make certain the front door is securely locked.

NOTE: 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 over to a remaining member.



MEMBER USE or RENTAL APPLICATION



This rental application must be filled out and returned to the Port Townsend Yacht Club Rear Commodore. Return this application with a check for the cleaning/damage deposit and, if applicable, include a check for the rental cost. Be sure to include a copy of the Banquet Permit if serving alcoholic beverages.

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) For details, please refer to:

<http://www.liq.wa.gov/licensing/special-licenses-and-permits>

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: \$0 Casual Use or \$25 Family or \$75 Organization per day or partial

Clubhouse fee: \$ _____

Cleaning deposit: \$ **50**

Make (2) separate checks payable to PTYC (if applicable)

Please submit with application and checks:

- A. A copy of the Banquet Permit if alcohol will be consumed. Any appropriate permits as required by law must be acquired by the renter.**
- B. Certificate of Insurance naming the Port Townsend Yacht Club as additional insured.**

The Yacht Club member named shall have full responsibility for cleaning the clubhouse, returning chairs, tables, turning off heat and lights, disposing of trash and securing the premises upon leaving. The Yacht Club Member must be present for the entire function. **NOTE: The clubhouse is a NO SMOKING facility**

Signature of Responsible Yacht Club Member:

_____ Date: _____

Return application to: PTYC Rentals, P.O. Box 75, Port Townsend, WA 98368 with checks and Banquet Permit, if applicable.