



Port Townsend Yacht Club PUBLIC RENTAL



GUIDELINES FOR RENTING THE PTYC CLUBHOUSE

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, trustee3@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. Fees:

The Clubhouse and kitchen charges are per day or fraction of day. A refundable cleaning/damage deposit is also charged.

Public Rental:

- a. Clubhouse and Kitchen: \$125 Per day/Portion of Day
- b. Cleaning/Damage Deposit: \$50 (paid with a separate check)

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.
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.
The PTYC Board will consider rental refund requests on an individual basis.

4. 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.

5. Maximum Occupancy Capacity:

By order of Fire Marshall Regulation, the maximum occupancy capacities are: **87**

6. Entry:

- a. 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.
- b. **Please note:** Exterior and interior lights can be turned on inside at a switch immediately on your left wall. If arriving after dark, you may need a flashlight to enter the code.

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

7. 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. Microphone and speaker system: Contact the Rear Commodore if this equipment is needed.
- e. Please do not attach anything to the walls or panels.

8. 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 Cafe 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.

9. 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.

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 rental cost and a second check for the cleaning/damage deposit. Be sure to include a copy of the Banquet Permit (<http://www.liq.wa.gov/licensing/special-licenses-and-permits>) if serving alcoholic beverages.



Port Townsend Yacht Club PUBLIC RENTAL



CLUBHOUSE RENTAL APPLICATION

This rental application must be filled out and returned to the Port Townsend Yacht Club Rear Commodore. Return with a copy of the banquet 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: _____

Name of Organization: _____

Date(s) of Use: From: _____ Time: _____ To: _____ Time: _____

(Include time for setup and takedown)

Intended use: _____

Responsible Person Information:

Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Number of people expected to attend: _____

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: _____

OR

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 and Kitchen fee: \$ 125 (per day or partial day)

Cleaning deposit: \$ 50

Make (2) separate checks payable to PTYC

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 person named as the Responsible Person 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. **NOTE: The clubhouse is a NO SMOKING facility**

Signature of Responsible Person: _____

Date: _____

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