

Vernon Yacht Club Private Function Hall and Bar Rental Agreement Form

Phone: 250-545-5518

Fax: 250-545-0388

Email: office@vernonyachtclub.com

This form is to be completed and returned to the VYC Office no later than 30 days prior to the event day.

VYC Rates: All Rates are GST Applicable --- Hall Capacity is 80 - 100 people

– **Min. 60 People Dinner Charge for Christmas Bookings or**

- May be combined with another group if less than 60 people

- Damage Deposit payable at time of application to hold reservation: \$300.00
- Hall Rental Fees: \$500.00 (Capacity 80 – 100)
- Bartenders: 1st bartender up to 50 people - included
2nd Bartender \$25.00 per hour (required if over 50 guests)

Renters Name: _____ Contact Phone Number: _____

Renters Address: _____ Email: _____

Type of Event: _____ Date of Event: _____

Time of Event: _____ Approximate Number of Guests: _____

Will Children Be Attending: YES__ NO__

Bar Service Required: YES__ NO__

Food Service Required: YES__ NO__

Vinyl Linens supplied (No charge for vinyl): YES__ NO__

Cloth Table Linens Available (\$5.00 each) YES__ NO__

Cloth Napkins Available (\$1.00 each) YES__ NO__

Last Call for Bar is 12:30 AM

Drink Prices (*subject to change*). Paid directly to the bartender at the bar as follows:

Highballs \$5.25	Canned Pop \$1.75
Draft Beer by the Glass \$3.00	Pot of Coffee \$7.25
Pint \$5.25	Urn of Coffee \$24.00
Coolers/Ciders \$5.75	
Wine by the Glass \$5.25	
Wine by the Bottle \$20.00 - \$50.00	

Menu/Catering Costs are subject to change within 14 days of event if costs to VYC increase substantially.

Member/Renters Signature

Signature: Vice-Commodore, executive member or manager

FINAL GUEST COUNT:

Final Guest count, not subject to reduction, is due 5 (five) days prior to your event date(s). Christmas bookings Minimum of 60 people. If you need to increase your guest count, we will make every effort to accommodate your request. Additional fees and charges MAY apply beyond the original agreed upon costs.

SERVICE CHARGE/GRATUITY:

12% Gratuity/Service Charge is applicable on food and beverage costs and is additional to the rental and bartender fees within this agreement. At the client's discretion, any extra tip/or gratuity will go directly to the service staff.

RENTER(S) RESPONSIBILITIES:

1. Third Party Liability - Renters are responsible for the conduct/behaviour of their guests and any third parties hired to provide services.
2. Users of the club must accept direction from the VYC staff in ensuring compliance with all and any restrictions on the VYC liquor licence and regulations governing the Workers Compensation Board.
3. Section 035 of the Liquor Control & Licensing Branch regarding Minors at Banquets.
Minors are allowed to attend banquets held in licensed area if accompanied by a parent or guardian and provided a full sit-down meal is being served. Minors must leave the licensed area at the conclusion of the banquet and any accompanying ceremonies or presentations.
This restriction means that supervision of children is required in all areas of the 'club'.
4. Consumption of liquor to be confined to licensed areas only.
5. No outside liquor is to be brought into the Vernon Yacht Club at any time.
6. All banners, signs, displays and decorations must be disclosed to the VYC Event Co-ordinator prior to their affixing to the property or the inside of the clubhouse. No confetti, push pins, tacks, staples, or tape may be used. All decorations must be removed at the end of the evening.
7. Candles are limited to tea lights or votives and must be in a holder large enough to contain all melted wax.
8. The member/renter agrees to be responsible for any damage done by the customer or their guests at the time of the function.
9. The VYC does not accept responsibility for any articles left in clubhouse.
10. Damage deposit will be cashed at time of application and deducted off final invoice if standards have been met and no damage or theft has occurred.

CANCELLATION POLICY:

1. Deposit is not refunded if cancellation within 14 days of event.
2. Food costs will be charged if cancellation within 5 days of event date.

Member/Renters Signature

VYC Signature