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 Bookings <u>or</u>
May be combined with another group if less than 60 people

- Hall Rental Fees **(non-refundable**)
  For 2026 non-members private function facility rental fees are:
  Full Day/Evening - $ 750 per event
  Luncheon Event - $ 400 per event
- For 2026 members and staff private function facility rental fees are:
  Full Day/Evening - $ 300 per event
  Luncheon Event - $ 200 per event
- Bartender : 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 # of Guests	:

<u>Rental Fee waived- Minimum Spend:</u>
Non-Members: facility rental fee will be waived ($0.00) if the event generates a minimum food and beverage spend of $ 3,500 (before tax and gratuity).
Member: The facility rental fee will be waived ($0.00) if the event generates a minimum food and beverage spend of $ 2,500 (before tax and gratuity).

<u>Rental Period</u>
The normal facility rental period when member and non-member private functions may be booked is from October 1st until the start of the May long weekend.
Full day/evening rental period is 9:00 am until midnight.
Luncheon Event rental period is for a three hour period not to go beyond 2:00 pm.

Requirements:
Please leave the facility tidy and clean. Before leaving, the checklist for clean-up needs to be signed. Our bar manager, Rachel will go through the list with you.

Food Service
See attachment for the Banquet choices

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 ($15.00 each)	YES__ NO__
Cloth Napkins Available ($1.00 each)	YES__ NO _

Revised September 2024

Last Call for Bar is 11:30 PM

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

Domestic Beer & Highballs	*$ 6.25*
Imports, Coolers, Ciders	*$ 7.50*
Wine by the Glass 6*oz*	*$ 6.50*
Wine by the Glass 9oz	*$ 9.25*
Wine by the Bottle	*$22.00 - $52.00*
Canned Pop	$ 2.00
Pot of Coffee	$ 9.00

PAYMENT AGREEMENT

Menu/Catering Costs are subject to change within 14 days of event if costs to VYC increase substantially.
50% of your menu choices will be due in full two weeks prior to the event.
Invoice including bar tab, other incidental, food service, gratuity etc. due in full, two weeks after the event date.

_____ _____

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:

18% 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. Pictures are not to be removed from walls, 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.
2. 100 % of the food costs will be charged if cancellation within 5 days of event date.

_____ _____

Member/Renters Signature VYC Signature

Revised September 2024