

PETPESWICK YACHT CLUB

CLUB RENTAL RATES AND CONDITIONS

RENTAL RATE	Members	\$200
	Non-members	\$300
DAMAGE DEPOSIT	Refunded within 14 days of the event if conditions are met	\$200
RENTAL PERIOD	Rental to start at 8am and premises to be cleared and vacated by 1am. Clean up time the day following the event may be allowed by prior arrangement if no other events are scheduled	
	Set up time may be booked from 4pm the day prior to the event if the club is available	\$50
LIQUOR LICENSE	Alcoholic beverages must be purchased and served from our bar and must be consumed in the club or on the deck. No alcohol may be consumed on the grounds. No smoking is allowed in the club or on the deck. When smoking outside please put butts and spent matches in the containers provided.	
	Wine for dinner toast should be ordered at least 4 weeks before your event. If you wish to provide your own wine for the toast, it must be obtained from an NSLC outlet, and Special Occasion license 1 (SOL1) at a cost of \$12.10 must be obtained from the Alcohol and Gaming Commission by the person who is renting the facility. To purchase an SOL1, a letter must be obtained from the bar manager saying that we are in agreement. The license and the purchase order must be displayed in the bar during the event.	
	For non-club functions where you require drinks to be served from the bar, a Special Occasions License 4 (SOL4) at a cost of \$60.50 must be purchased from the Alcohol and Gaming Commission. We will purchase this for you and the fee is due with your final payment.	
BAR STAFF	Fee per bartender (for most events 1 is adequate)	\$50.00
SOCAN FEES	Music without dancing	\$29.56 + HST
	Music with dancing	\$59.17 + HST
EQUIPMENT HIRE	Wine glasses for toasts	\$ 0.25 each
	White tablecloths	\$ 3.00 each
	White chair covers	\$ 0.50 each
	Chafing dishes	\$10.00 each

CLEAN-UP	Prior to the damage deposit being refunded, the premises must be left in the condition described on the attached sheet.
PAYMENT	The damage deposit must be paid at the time of booking and is refundable up to 3 months prior to your event should you need to cancel. All other fees are due 6 weeks prior to the event.

Signed _____

PETPESWICK YACHT CLUB CLUB RENTAL RATES AND CONDITIONS

At Petpeswick Yacht Club we want your event to be perfect in every way, and as such we are happy for you to move furnishings to suit your needs. All we ask is that you put everything back when you are done and that there is no damage to any property. This makes sure that the next event at the club is every bit as perfect as yours. The following information is intended to help you set up before, and take down after your event. It also makes it easy to ensure that your damage deposit will be returned promptly and in full.

Tables & chairs

If you do not require all tables and chairs and you want to remove them from the room you can store them outside. All we ask is that they are covered (by a tarp or similar) to keep them clean and dry. Following your event, the tables should be wiped clean, folded and stacked on the wheeled carts. The carts should then be pushed to the side on the room beneath the TV. The chairs should be stacked upside down on the wheeled dollies (max 14 per dolly) and pushed against the wall between the stage and the fire exit.

The stage

The stage is made up of a number of "boxes" that are bolted together. If you wish to make the stage smaller or a different shape, you can stack them or collapse them to meet your requirements. Following your event, please return the stage to the specification that you found it in.

Decorations

No pins, tacks, staples or tape should be used anywhere in the club, and no pictures, notices or fittings are to be removed. Streamers etc must be strung from the hooks provided in the ceiling. All decorations must be removed after the event.

Rented linens

If you wish to rent our tablecloths and chair covers, they will be delivered to the club in good time for you to set up for your event.

Following your event, please shake loose food/confetti etc. from them and place them in a clear bag in the kitchen. Bags can be found in the closet beside the coat rails.

Chafing dishes

Should you rent the chafing dishes for your event, please clean them after use and leave them in the kitchen.

Wine glasses

If you wish to rent wine glasses, they will be delivered to the club in good time for you to set up for your event.

Following your event there is no need to wash them. Just put them back in the boxes and leave them in the kitchen.

General cleaning (floor/kitchen/garbage etc)

After your event, please ensure that the floor is swept and any obvious spills cleaned up. The kitchen should be left clean and tidy. Garbage bags should be tied up and put in the garbage box at the top of the driveway as you leave. You should find the club clean and tidy on your arrival. If there are any problems, please let us know.

Signed _____

PETPESWICK YACHT CLUB BOOKING FORM

Name
Address
Telephone
Email
Date of event
Type of event

Please indicate what your booking requirements are below:-

Item	Cost per item	Number required	Cost
Clubhouse booking (members rate)	\$200		
Clubhouse booking (non-member)	\$300		
Set up time prior evening	\$50		
Bartender(s)	\$50		
Liquor license	\$60.50		
SOCAN fee (without dancing)	\$29.56 + HST		
SOCAN fee (with dancing)	\$59.17 + HST		
Total amount due to PYC			

Wine glasses	\$0.25		
Tablecloths	\$3.00		
Chair covers	\$0.50		
Chafing dishes	\$10.00		
Total amount due to Ladies Auxiliary			

Payment schedule

Item	Date due	Date paid
Damage deposit - \$200	Due at time of booking	

Fees due to PYC		
Fees due to Ladies Auxiliary		

Please make cheques payable to Petpeswick Yacht Club for PYC fees and to PYC Ladies Auxiliary for Ladies Auxiliary fees. Debit/credit card payments can be taken at the clubhouse.

I confirm that these are my booking requirements and that I have read and understood the attached rates and conditions.

Signed_____