

# Clover Island Yacht Club Rental Application and Policy

**Please present this filled out application to the board to request your reservation along with a check for the deposit.**

**Any event with 15 or more non-members constitutes a rental. Failure to file a rental agreement and pay fees will result in a \$500 fine.**

Reserving Member \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Address: \_\_\_\_\_

Date of Function \_\_\_\_\_ Time of Event \_\_\_\_\_

Type of Function \_\_\_\_\_ Number of Guests \_\_\_\_\_

Request Includes Use of the Following (Please check all that apply):

Audio Equipment \_\_\_\_\_ (DJ \_\_\_ Live Band \_\_\_ Background Music Only \_\_\_)

Kitchen \_\_\_\_\_ (Professional Caterer \_\_\_\_\_) Bar \_\_\_\_\_

Guest of Honor \_\_\_\_\_

Relationship to Reserving Member \_\_\_\_\_

Reservation Fees \_\_\_\_\_ Rental Fee Deposit \_\_\_\_\_  
(See Attached Fee Structure) Security Deposit \_\_\_\_\_

Total Submitted \_\_\_\_\_

I have read and received a copy of the Clover Island Yacht Club Clubhouse Rental Policy and agree to the terms and conditions stated. I accept responsibility for any guest of the event and for the facility itself. I will indemnify and hold harmless the Clover Island Yacht Club, its Members, Officers, Agents and Employees from any and all liability claims arising from or in any way connected with the use of the Clover Island Yacht Club facility and equipment. I am responsible for any payment that is due and will make it in a timely manner. I understand that I am responsible for the cost of any damage that may occur to the facility or furnishings in the course of rental. I further understand that failure to adhere to any portion of the policies and procedures set forth under the Clubhouse Rental Policy will result in forfeiture of the security deposit.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Approvals:

Reviewed by Board of Trustees Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Declined: \_\_\_\_\_

Signature of Commodore \_\_\_\_\_

Total Rental Fee Balance Due \_\_\_\_\_ Balance Due Date \_\_\_\_\_

Caterer's Application Received \_\_\_\_\_ Approved \_\_\_\_\_

Banquet Permit Received \_\_\_\_\_ Proof of Insurance Received \_\_\_\_\_

## **Clubhouse Rental Policy**

### **Definitions of Events**

The clubhouse may be reserved by any Clover Island Yacht Club regular member in good standing for the purpose of hosting a private event within the following criteria:

**Daytime Event** A "Daytime Event" is defined as a baby shower, small birthday party, bridal shower, etc., with an attendance of 25 adult guests or less. Duration of the event is 4 hrs. between the hours of 10a.m. and 5p.m. A "Daytime Event" may be for the benefit of any of the following:

- 1) A regular member of the Clover Island Yacht Club
- 2) An immediate family member (children or parents) of the reserving member
- 3) Extended family members (siblings, aunts, uncles, cousins, etc.) of the reserving member

**Small Evening Event** A "Small Evening Event" is defined as a birthday party, retirement party, etc., with an attendance of 75 guests or less. There is no DJ or band. It is not a wedding reception or similar type party. Duration of the event is from 4p.m. to 2a.m. A "Small Evening Event" may be for the benefit of any of the following:

- 1) A regular member of the Clover Island Yacht Club
- 2) An immediate family member (children or parents) of the reserving member
- 3) Extended family members (siblings, aunts, uncles, cousins, etc.) of the reserving member

**\*\*Large Evening Event** A "Large Evening Event" is defined as a birthday party, retirement party, etc., with an attendance of more than 75 guests but not to exceed 150 guests. It may be catered, and there may be a DJ or band. It is not a wedding reception or similar type party. Duration of the event is from 4p.m. to 2a.m. A "Large Evening Event" may be for the benefit of any of the following:

- 1) A regular member of the Clover Island Yacht Club
- 2) An immediate family member (children or parents) of the reserving member

**\*\*Wedding Reception** A "Wedding Reception" will include, by definition, a reception or any similar event with an attendance not to exceed 150 guests. It may be catered, and there may be a DJ or band. Duration of the event is from 4p.m. to 2a.m. A "Wedding Reception" may be for the benefit of any of the following:

- 1) A regular member of the Clover Island Yacht Club
- 2) An immediate family member (children or parents) of the reserving member

**\*\*Please note that during the months of June, July and August, no evening clubhouse rentals will be approved except for a birthday party or wedding reception where the guest of honor is also a full member in good standing of the Clover Island Yacht Club.**

## **Clubhouse Rental Policy Fee Structure**

<b>Type of Event</b>	<b>Total Rental Fee</b>	<b>Refundable Security Deposit</b>	<b>Rental Fee Deposit Due w/ Application</b>
<b>Daytime Event</b>	\$75.00	\$200.00	\$75.00
<b>Small Evening Event</b>	\$400.00	\$200.00	\$200.00
<b>Large Evening Event</b>	\$800.00	\$600.00	\$400.00
<b>Wedding Reception</b>	\$1500.00	\$600.00	\$750.00
<b>Wedding Reception For Club Member</b>	\$800.00	\$600.00	\$400.00

# **Clubhouse Rental Policy Terms and Conditions of Use**

## **Use**

The clubhouse may be reserved by any Clover Island Yacht Club regular member in good standing for the purpose of hosting a private event in accordance with Article 8 of the General Rules. The reserving member must be present at the event at all times. The reserving member will be responsible for any damage. No member may reserve the clubhouse on a sub-lease basis or on behalf of a non-member.

No member may use the clubhouse for personal gain, profit or commercial use. The clubhouse is for the use of CIYC members and their guests only and may not be used for functions that are open to the public. No admission fee or charge of any kind may be levied to the guests of a private party or function. The clubhouse may not be used for private or personal fund raising events for any club or organization without the prior approval of the Board. Private use of the clubhouse is not intended for company events such as Christmas Parties. While the clubhouse may be reserved for the purpose of a wedding reception, neither the clubhouse nor the grounds are intended for use as a venue for the wedding ceremony.

Daytime events are scheduled for a maximum of 4 hrs. including setup and cleanup. Evening events are scheduled from 4 p.m. to 2 a.m. including setup and cleanup. No event is to exceed these limitations. No setup or cleanup will be allowed outside the scheduled event times. If the agreed schedule is not strictly adhered to, the security deposit will be forfeited.

## **Reservations**

Reservations are to be made a minimum of 30 days prior to an event. Written request for all dates between Thanksgiving and New Year's Eve are to be submitted by October 1st. A completed CIYC Rental Application with payment in full of the applicable security deposit and rental fee deposit is required for reservations.

The Board has final authority in scheduling clubhouse rentals. Acceptance or denial of any request for clubhouse use is at the sole discretion of Board. The reservation will become firm only upon full approval by the Board of Trustees and receipt of all deposits.

## **Cancellations**

Cancellations may be made up to 30 days prior to the scheduled event for a full refund of the rental fee and security deposit. For cancellations made less than 30 days prior to the scheduled event the rental fee will be forfeited and only the security deposit will be refunded in full.

## **Security Deposit**

The security deposit is refundable within 15 days of the completion of the scheduled event unless a damage or penalty assessment has been made, in which case the security deposit refund may be delayed for up to 30 days. Any damage to the facility or furnishings will be deducted from the security deposit refund. If any damage exceeds the amount of the security deposit, the additional amount will be due immediately upon notification of the damage to the reserving member.

If the clubhouse is not properly cleaned and left in satisfactory condition as outlined in the Rental Agreement, the security deposit will be forfeited in full.

Any failure to adhere to the terms of use as set forth in this Rental Agreement will also result in full forfeiture of the security deposit.

## **Insurance**

For a "Large Evening Event" or a "Wedding Reception", the reserving member must provide liability insurance in the amount of \$1,000,000, with the Clover Island Yacht Club named as additional insured. This insurance, also known as a "Special Events Endorsement" can be obtained through the reserving member's regular homeowner's or renter's insurance policy. Proof of insurance must be provided at least 30 days prior to the scheduled event.

## **Facilities**

Rental of the clubhouse does not include exclusive use of the patio area, restrooms, kitchen or BBQ area. Members may access the restroom through the main entrance. Members may access the kitchen through the exterior door or the BBQ area door.

Doors and windows should be closed whenever the heating or air conditioning is in use. Doors and windows must be closed and locked at all times when the building is unattended. If doors are unlocked for preparation and during the event, the reserving member must be present on the grounds at all times.

No pets are allowed in the clubhouse with the exception of service animals.

The boat haul-out facility is not included in the rental of the clubhouse unless approved by the Board prior to the event. Otherwise, it is to remain available and unobstructed at all times. The parking of automobiles or RV's in this area is prohibited.

## **Parking**

Vehicles must be parked in defined striped parking slots only. Overflow parking is available across the street to the north of the building.

## **No Smoking and No Fireworks**

The clubhouse building, grounds, and deck are designated no smoking areas during rental events. No fireworks are allowed on club grounds or, by law, in the City of Kennewick. No decorations with open flame are allowed within the clubhouse facility.

## **Alcoholic Beverages**

If alcohol will be consumed, the reserving member must obtain a Washington State Banquet Permit. A copy of this permit must be supplied to the club at least 30 days prior to the scheduled event, and the permit must be posted on the bulletin board at the clubhouse before the function begins.

No one under the age of 21 years is allowed to consume alcoholic beverages on the premises. All persons consuming and in the possession of alcoholic beverages must have valid picture identification (drivers license, military I.D., or passport) on person.

Alcoholic beverages may not be in possession of any person outside the clubhouse building or fenced patio area. The decision of the bartender to stop service to individuals is final and is the responsibility of the sponsoring member.

## **Bar Area**

At no time will there be standing water in the bar or any other area. All kegs, coolers and ice buckets must be watertight. Please be advised that the large sink in the bar area does not have a drain and is intended for use as a service sink with ice only. The catch bucket must be monitored and emptied as necessary during the event.

## **Audio Equipment**

The audio equipment, including stereo system and televisions, may be used during rental events with prior approval and proper training. **Use is at the full risk and responsibility of the reserving member and any damage to the audio equipment will be the responsibility of the reserving member.**

## **Setup/Teardown**

Clubhouse rental is for the specified period only. This period includes setup and teardown. Access to the building will be granted only within the time frame of the rental and all decorating, setup, teardown and cleanup must be fully completed within this time frame. Any rental tables, chairs or equipment must be neatly stacked at the conclusion of the event and removed from the premises by noon of the following day. Failure to adhere to the approved time frame limits will result in forfeiture of the full security deposit.

## **Decorations**

No decorations or any materials can be attached to any window, interior wall, exterior wall, or ceiling surface of the clubhouse building. Only free standing floor and table decorations will be allowed. No open flames are allowed. Burgees and club decorations and furnishings may not be removed or repositioned and no decorations may be affixed to existing club decorations. No event may include confetti or glitter, and weddings may not use rice or birdseed either inside the building or on the club grounds. The door to the business office and any exterior doors may not be blocked in any way. Failure to adhere to the decorations requirements will result in forfeiture of the full security deposit.

## **Furniture and Layout**

The clubhouse has 13 round tables, 2 rectangular 3'X8' service tables, 6 bar tables, 105 chairs, and 32 bar chairs to accommodate 137 seated guests. Up to 3 additional round tables and chairs, and 3 additional gift/accessory tables may be rented to accommodate the full rental capacity of 150 seated guests.

The round tables and chairs are foldable/stackable and may be moved or removed. We do not have storage space to allow removal of non-foldable or stackable furniture. The bar tables, bar

chairs, sofa and patio furniture are not foldable or stackable and may not be removed. The interior furniture, including tables, chairs, bar tables, bar chairs and sofa are to remain inside the clubhouse at all times. The exterior patio furniture is to remain outside at all times. Any movement of or damage to the furnishings will be the reserving member's responsibility.

## **Food Preparation**

All preparation of food must be done in the kitchen or BBQ area. No food preparation or service station may be set up on the patio or on any concrete area outside the enclosed BBQ area. All posted instructions for operation of the commercial cooktop/grill/oven and the commercial dishwasher must be strictly adhered to. As noted, the hood fan must be used at all times when using the commercial cooktop/grill/oven. Failure to do so may result in activation of the fire suppression system. Costs associated to recharge system as well as repairs, will be the members responsibility.

## **Professional Caterer**

A completed Caterer's Application, including applicable proof of insurance, must be received at least 30 days prior to the scheduled event. Within 10 days of receipt of the required information, the reserving member will be advised if the caterer is approved for work in our facility. No caterer will be allowed access to our facilities without pre-qualification. CIYC will maintain a list of pre-approved caterers to help in the selection of a caterer.

Approved caterers can be issued a "contractor's key" for the event and will be granted access for setup and cleanup. The reserving member does not need to be present during this time, but must ensure that the caterer and personnel strictly adhere to all clubhouse rental policies, including security of the building.

**Attachment 1**  
**Professional Caterer's Application**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Washington State  
UBI Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Will you be employing service personnel on the premises for the purpose of food preparation, service or clean-up? Yes/No

Please attach a current Certificate of Liability Insurance, including product liability, in the amount not less than \$1,000,000 per occurrence and naming Clover Island Yacht Club, 104 Clover Island Drive, Kennewick, WA 99336 as an additional insured.

I agree that all policies of the Clover Island Yacht Club regarding use of the clubhouse facility and equipment will be adhered to, and that failure to do so will result in the inability to cater events at the facility in the future.

Signature of Caterer or Company Representative: \_\_\_\_\_

Approval:

Date Submitted \_\_\_\_\_

Worker' Comp. Account Status Verified (if applicable)\_\_\_\_\_

Certificate of Liability Insurance Received \_\_\_\_\_

Approved By \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Attachment 2 Clean-up Checklist**

Multi-purpose cleaning supplies are located in the kitchen under the main sink and in the pantry area. Garbage bags are located in the pantry. The key to the paper towel dispensers in the restrooms is on a magnet attached to the electrical panel in the pantry. Mops, brooms and vacuum cleaner are located in the storage closet on the north wall. Replacement bathroom tissue and paper towels are also located in the storage closet.

### **Kitchen**

- \_\_\_\_\_ All dishes clean and put away
- \_\_\_\_\_ All leftover food removed from the refrigerator and freezer
- \_\_\_\_\_ Wipe down and clean sinks
- \_\_\_\_\_ Wipe down all counters
- \_\_\_\_\_ Wipe down cabinets as necessary
- \_\_\_\_\_ Sweep and mop floors
- \_\_\_\_\_ Remove garbage and replace garbage can liner
- \_\_\_\_\_ Properly shut down island stove, commercial stove and commercial dishwasher

### **BBQ Area**

- \_\_\_\_\_ Remove all leftover food
- \_\_\_\_\_ Wipe down and clean sink
- \_\_\_\_\_ Wipe down stainless steel prep table
- \_\_\_\_\_ Properly shut down BBQ grill (if used)
- \_\_\_\_\_ Sweep and properly clean concrete if necessary
- \_\_\_\_\_ Remove garbage and replace garbage can liner

### **Bar**

- \_\_\_\_\_ Remove all beverage items
- \_\_\_\_\_ Empty and clean club coolers (if used) and properly store in the storage area
- \_\_\_\_\_ Wipe down and clean sinks
- \_\_\_\_\_ Wipe down cabinets as necessary
- \_\_\_\_\_ Empty catch bucket under service sink
- \_\_\_\_\_ Remove garbage under counter and replace liner
- \_\_\_\_\_ Wipe down all countertops

### **Restrooms**

- \_\_\_\_\_ Wipe down counters, sinks and mirrors
- \_\_\_\_\_ Remove any trash from floors. Sweep and mop floors if necessary.
- \_\_\_\_\_ Check for and clean up any excessive soiling of the toilets, toilet stalls or showers
- \_\_\_\_\_ Empty trash and replace liner
- \_\_\_\_\_ Re-stock bathroom tissue and paper towels

### **Clubhouse Main Area**

- \_\_\_\_\_ Sweep and mop floors
- \_\_\_\_\_ Wipe down tables
- \_\_\_\_\_ Wipe down chairs as necessary
- \_\_\_\_\_ Arrange and straighten furniture to original placement
- \_\_\_\_\_ Replace table centerpieces (if applicable)

### **Patio/Grounds**

- \_\_\_\_\_ Check for and remove all trash from patio, parking lot and planting areas
- \_\_\_\_\_ Replace any planting area rocks that may have become dislodged due to foot traffic
- \_\_\_\_\_ Sweep deck and walkways if necessary
- \_\_\_\_\_ Arrange and straighten patio furniture to original placement

### **General**

- \_\_\_\_\_ Remove all trash from the premises and place in the dumpster at the east end of the parking lot. An overflow dumpster is located in the boat launch parking lot to the west of the building.
- \_\_\_\_\_ Remove all personal belongings
- \_\_\_\_\_ Turn off lights
- \_\_\_\_\_ Lock and secure all exterior doors

**Failure to properly clean the clubhouse to the above specifications will result in forfeiture of the security deposit.**