

# PORTSMOUTH YACHT CLUB

76 Piscataqua Street P.O. Box 189

New Castle, NH 03854-9877

(603) 436-9877 [www.portsmouthyc.org](http://www.portsmouthyc.org)

Event Date: \_\_\_\_\_

Event Setup Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

## 2020 APPLICATION FOR PRIVATE USE OF CLUBHOUSE

To: Vice Commodore, Portsmouth Yacht Club ("PYC"):

I, \_\_\_\_\_(print), a member in good standing of PYC,

hereby apply to use the PYC clubhouse facilities from \_\_\_\_\_ hrs. to \_\_\_\_\_ hrs. for a private function ("the Event").

Approximately \_\_\_\_\_ people are expected to be present. (Maximum allowable: 125)

I understand and agree that:

1. I will be fully responsible for any personal injury or property loss or damage and will indemnify PYC for any losses (including attorney's fees) caused by anyone in my party, including any caterers or other vendors, using the clubhouse during the Event.
2. No PYC equipment may be removed from PYC.
3. I will be in attendance during the full term of the Event and will be responsible for securing and locking the clubhouse when the Event has concluded.
4. PYC is a smoke and e-vapor free environment. Smoking is strictly prohibited on the premises. No gambling is allowed. No consumption of alcohol is permitted on the pier or docks.
5. All food or equipment brought on PYC premises for the Event shall be removed immediately following the Event.
6. If more than 75 people are to be present, a uniformed police officer is required to regulate parking. Applicant must make prior arrangements with the New Castle police chief for presence of an officer.
7. This rental agreement includes exclusive use of the clubhouse and screened porch area. The Whaleback Room is off limits to guests at private functions. PYC members who are not invited to the Event will have free access to that room, the bathrooms, and the deck areas and tables. Members may also have access to other areas on a limited basis.
8. The parking lot is only for member use. Guest parking in the lot is not included in the rental. Non-member cars in the lot will be towed.
9. PYC is available for private function on Monday evenings from opening night through closing night. It is also available on Thursdays, except in July and August and on any Thursday evening a meeting of the Board of Directors is scheduled, usually the 2<sup>nd</sup> Thursday of the month.
10. The Event must conclude by 2300 hrs. and have a maximum duration of six hours.
11. An employee of PYC must be present during the entire Event. The applicant shall pay PYC \$20 per hour for such employee's presence.
12. The rental fee (not including any costs related to the PYC employee's presence) is \$250 per Event. A completed application and check for the full amount, made out to

Portsmouth Yacht Club, must be received no less than two weeks prior to the Event. If permission is denied, the check will be returned. Any other payment must be made to PYC by noon the day after the Event.

- 13. Dishes, glassware, pots and pans, silverware and equipment must be cleaned by the applicant at the close of the Event. If the Clubhouse is not left in the same condition it was prior to the Event and requires more than normal cleaning, any additional cleaning services and costs for breakage and/or damage shall be borne by the applicant.
- 14. The applicant is responsible for any required NH rooms and meal taxes
- 15. If the Event will be catered, the caterer's state license number and tax number and proof of the caterer's liability insurance must be provided before the application is approved.

This is a catered event  Yes  No  
Caterer's name \_\_\_\_\_  
State License Number: \_\_\_\_\_ Tax No. \_\_\_\_\_

- 16. No function – private or otherwise – shall be held at PYC to raise funds for any individual or organization other than PYC.

17. All House and Docks rules will be in force during the rental agreement. The rental agreement shall supersede if there are any discrepancies with H& D Rules, Section III, Functions & Clubhouse Rental Rules.

**Agreed to by Applicant:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

\$ \_\_\_\_\_ Rental Fee \$250 Paid with application. Date received: \_\_\_\_\_, 20\_\_\_\_

Copy of Caterer liability insurance received  Yes  No

Vice Commodore Approved: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

**Summary of Charges**

(to be completed by Club Steward, approved by Rear Commodore, and billed to member)

\$ \_\_\_\_\_ Cleaning and/or Breakage

\$ \_\_\_\_\_ Staff presence @\$20/hr # hours: \_\_\_\_\_

\$ \_\_\_\_\_ Other

\$ \_\_\_\_\_ Total Due

**Club Steward:** \_\_\_\_\_ **Date:** \_\_\_\_\_, 20\_\_\_\_