



Brockville Yacht Club

P.O. BOX 241

BROCKVILLE, ONTARIO

K6V 5V5

Application and Rental for Use of BYC Facilities

Thank you for your interest in hosting your event at the Brockville Yacht Club. This application and agreement outlines the process and policies for renting BYC facilities, decorating the premises, and arranging catering and alcohol service. Please complete the application below in full. Upon review by the Club Coordinator, you will be contacted with confirmation and next steps.

Section I: Event Details

1. **Event Date:**
2. **Type of Event:**
3. **Estimated Number of Guests:**
4. **Requested Facilities (check all that apply):**
 - Leeward Hall
 - Wandermeer Lounge
 - Club Bar, Atrium, and Patio
 - Other (e.g., Grounds, Gazebo): _____

Section II: Decorations & Setup

5. **Describe Your Decoration Plans:**
(All decorations must comply with BYC's decoration guidelines.)
6. **Will you require assistance with rearranging or restoring furniture?**
 Yes No
If yes, please describe:
7. **Who will be responsible for restoring the venue to its original condition after the event?**
-

Section III: Catering & Alcohol

8. **Catering Services (select one):**
 BYC Catering Services
 External Catering (please specify): _____
9. **Will you require bar service?**
 Yes No
10. **Special Beverage Requests (if any):**
-

Section IV: Scheduling & Logistics

11. **Event Schedule:**
- Start Time: _____
 - End Time: _____
12. **Do you require special arrangements for entertainment or announcements?**
 Yes No
If yes, please specify:
-

Section V: Financial Agreement

Fee Schedule & Payment Terms

13. **Rental Fee:** \$700.00 + HST (subject to member discounts)

14. Service Fees:

- Kitchen Staff: \$150.00
- Bar Staff: \$150.00 (plus bar gratuity for open bar)
- Additional Bartenders: \$200.00 each

15. **Deposit:** \$300.00 (refundable if no extra cleaning or damage occurs)

16. **Payment Deadline:** All fees must be paid two (2) weeks before the event.

Section VI: Facility Use Terms and Conditions

- All activities must comply with the Ontario Liquor Licence Act and BYC By-Laws.
 - Maximum capacity per area must be strictly adhered to:
 - Wandermeer Lounge: 98 persons
 - Club Bar & Atrium: 59 persons
 - Leeward Hall: 151 persons (104 seated)
 - General Indoor Total: 308 persons
 - Patio: 46 persons
 - Combined Total: 354 persons
 - Gazebo: 20 persons
 - Kitchen use is limited to approved catering access.
 - Children under 5 must be supervised at all times.
 - The sponsor (a BYC member in good standing) must be identified and sign below.
-

Applicant Information

- **Name:** _____
- **Phone:** _____
- **Email:** _____
- **Mailing Address:** _____

Signatures

I certify that the above information is accurate and that I have read and understood the Brockville Yacht Club's rental terms and policies.

- **Applicant Signature:** _____
- **Date:** _____

BYC Sponsor

A current BYC member in good standing who supports the rental application.

- **Sponsor Signature:** _____
-

For Office Use Only

- **Received By:** _____ **Date:** _____
- **Event Approved:** Yes No
- **Approved By:** _____ **Date:** _____
- **Notes:** _____