



## Brockville Yacht Club

P.O. BOX 241

BROCKVILLE, ONTARIO

K6V 5V5

### REGULATIONS FOR RENTING MAIN-FLOOR RECEPTION FACILITIES

*Please read and retain for reference*

#### 1. GENERAL

- (a) Main –Floor Reception Facilities include the following areas:
- |                     |  |
|---------------------|--|
| Wandermeer Lounge   | 98 persons                                 |
| Club Bar & Atrium   | 59 persons                                 |
| <u>Leeward Hall</u> | <u>151 persons</u> (120 for sit down meal) |
| Inside Capacity     | 308 persons                                |
| <u>Patio</u>        | <u>46 persons</u>                          |
| Combined Capacity   | 354 persons                                |
| Gazebo              | 20 persons                                 |
- (b) The bar facilities are controlled and operated by the Brockville Yacht Club for all activities held on the premises.
- (c) These regulations are to protect all members and facilities owned and/or leased by the Brockville Yacht Club.
- (d) All activities involving the serving of alcoholic beverages will be conducted in strict compliance with the Liquor License Act and its regulations.
- (e) A gratuity of 20% and applicable taxes will be added to an “Open Bar” beverage service.
- (f) Rental of Club facilities will be arranged not to conflict with scheduled Club activities.
- (g) All rental applications will include a liability clause in order to protect all Club facilities, including all boats moored in the harbour or stored on the premises.
- (h) All rental arrangements are made through the Club Manager.
- (i) Members and guests are **not permitted** to bring and consume in licensed areas, **alcoholic beverages purchased elsewhere.**
- (j) Use of Gazebo by guests: The maximum number of people allowed in and around the gazebo is limited to twenty (20). Children under the age of five (5) must be hand-held by an adult.

#### 2. SCHEDULED CLUB ACTIVITIES

- (a) The Calendar of Events for all Brockville Yacht Club activities will be finalized no later than the end of April each year.
- (b) The date of any Club activity not included in the Club Calendar must be established with the Director not later than three weeks before the event.
- (c) Any Club activity requiring the service of alcoholic beverages must be booked with the Club Manager not later than three weeks before the event.
- (d) Generally rental fees are not involved in the scheduled Club activities. But, events of a commercial nature may be subject to fees being charged.

#### 3. SPECIAL RENTALS

- (a) Rental of the Brockville Yacht Club facilities must be finalized with the Club Manager at least three weeks prior to the event. **Rentals can only, and must, be sponsored** by a member of the Brockville Yacht Club. The renter and/or a representative of the renter,

- whose name and signature must appear on the rental contract, shall be responsible and shall be in attendance.
- (b) In the event of a rental function where the Brockville Yacht Club food and beverage staff are not required to be in attendance, and the renter is not a club member, the sponsor's member or his/her delegate will be required to attend. The renter and/or a representative of the renter, whose name and signature appears on the contract, shall be provided with a copy of Section D and Section E (points 1 through 7) of the "Fire Safety and Security Systems Instructions" and will be responsible adherence to said instructions. The Club Manager shall familiarize the renter and/or the renter's representative with the locations of telephone(s), fire-alarm pull stations, fire exits, fire extinguishers, first-aid kits; and with significant operating procedures (i.e. accessing a line on the telephone; using a pull station; evacuating safety, etc.) prior to the scheduled function.
  - (c) A \$300.00 deposit (the amount of which will be determine on an annual basis) must be paid at booking with the application. This deposit will be refunded after the function if no damage or extra cleaning is required.
  - (d) Special rental rates for small groups using limited facilities may be arranged with the Club Manager.
  - (e) The Brockville Yacht Club does not provide catering services, but will recommend caterers to meet requirements. The kitchen **MUST** be cleaned and return to pre-rental state by the end of the event. Use of the kitchen facilities is included in the rental on the following basis:
    - (i) **Included** in kitchen and facilities is the large fridge, stoves, and sinks.
    - (ii) **Not Included** are dishes, flatware, wine glasses for dinner service, coffee urns, tablecloths, serving trays, tea cloths & towels, vases, paper napkins, Styrofoam cups& plates, and dish soap.
    - (iii) **Not Included is the use of the dishwasher unless an agreement is made with the Club Manager and a fee for use is paid. If the BYC staff finds your caterer has used the dishwasher without approval then the deposit will not be refunded.**
  - (f) Bands, entertainment, etc., where required, must be booked by the renting party.
  - (g) The Brockville Yacht Club reserves the right to bill a renting organization, person, etc. for any damage to its facilities or equipment, if the deposit does not meet the cost of damages.
  - (h) All furniture, fixtures, draperies, and wall decorations in place shall not be removed. If the renting party wishes to move any of the above, then prior arrangements must be made with the Club manager. Table and seating arrangements if required, should be agreed upon in advance by the organization or person renting and the Club Manager and diagrams provided when applicable.
  - (i) The Brockville Yacht Club must be cleaned and returned to the pre-rental state by the end of your event. The BYC will **NOT** permit the club to remain unclean pass **9:00 a.m.** on the day after the event.

**NOTE:** *The Brockville Yacht Club is reserved for Members on Tuesday and Thursdays evenings and is not available for rentals.*

## **RULES AND REGULATIONS FOR DECORATING THE BROCKVILLE YACHT CLUB**

**\*\*\*\*No confetti, paper, metallic or rice may be thrown or placed anywhere inside or on the grounds of the Brockville Yacht Club. Use of confetti of any type, and rice is strictly prohibited.\*\*\*\***

### **ENTRANCEWAY**

No decorations allowed on the walls. Decorations may be put on the tables. The Yacht Club does have a white metal archway available for use.

### **LEEWARD HALL**

**Please use** “fun tack” to post items on the walls.

**Please use** the hooks provided to hang streamers or lights.

**Please do NOT** remove pictures from the walls;

**Please do NOT** hang anything from or around the ceiling fans. i.e.: balloons, streamers;

**Please do NOT** use scotch tape, tacks, etc to attach streamers, balloons, etc., to gyproc, beams or pillars;

### **WANDERMEER LOUNGE**

**Please do NOT** remove anything from the walls.

**Please do NOT** put up any decorations on the walls.

You may move the furniture around in this room, but it must be back in place before leaving the event.

### **KITCHEN**

No decorations in the kitchen.

The Brockville Yacht Club Staff will use the kitchen before, during and after lunch service.

The Kitchen will be available to caterers **after 3:00 pm**.

You may use the kitchen and facilities only as defined in the **REGULATIONS FOR RENTING MAIN-FLOOR RECEPTION FACILITIES**.

### **BAR & ATRIUM**

Please NO decorations on the walls at all. You may decorate the table tops.

### **WASHROOMS**

No writing on the walls. Toilet paper only is to be flushed in the toilets. You may add a basket of personal hygiene products at your own cost.

### **PARKING LOT**

The BYC cannot guarantee parking for any members or guests at any time. Parking options are available on city streets or public parking lots within walking distance to BYC.

