

THE OLYMPIA YACHT CLUB
201 SIMMONS ST NW
OLYMPIA, WA 98501

RENTAL POLICIES, INSTRUCTIONS AND APPLICATION

Terms: Rental falls into two categories:

1. Member private event under 50 people
2. Member private event over 50 people

Note: Other requests by OYC members for use of the facility other than the above must be presented to the BOT at their monthly meeting for a decision.

Rental period: 9:00 am of the rental date until 11:30 am of the following day. Set up and clean-up times are included in this period. If the event or clean-up goes beyond 11:00 am of the following day, an hourly overtime charge will be assessed as indicated by the fee schedule below.

Fees:

Damage/cleaning deposit – refundable	\$800
Damage/cleaning fees from deposit	\$ 75/hour + materials
Overtime staff charge	\$ 75/hour
Outside barbecue usage	\$ 50/day

Member private event under 50 persons:

Clubhouse rental	\$200
Galley use	\$125

Member private event over 50 persons:

Clubhouse rental	\$300
Galley use	\$250

All responsibility and liability for guests belongs to the OYC member renting the facility and such member **must** be in attendance throughout the entire function including set up and clean-up. Such member's failure to attend will result in forfeiture of the damage/cleaning deposit.

The Clubhouse is a **no smoking/vaping facility**. Guests may make use of designated smoking areas outside of the building, using containers provided. No cigarette butts, papers, trash, party favors, or other, are to be discarded on the grounds, tide flats, or into the water.

Non-members are not allowed unescorted on OYC docks.

The OYC **parking lot** is for OYC stickered vehicles only. It is suggested that a card printed with parking instructions accompany your invitations to eliminate confusion. Parking is available in the lot immediately adjacent to the OYC lot and is available in spaces marked for OYC members. Signage with balloons or an attendant to help guests park, or to have a valet, is suggested.

Rental of the galley includes only the range, refrigerator and sinks, and oven warmer. Unless otherwise specified, it does not include the barbecue. Club linens are not included in any rental.

Please provide a copy of the caterer's business license and insurance information 10 days prior to your event. The catering company or renting member is responsible for removal of all rented dishes, glassware and utensils, etc., within the contracted rental agreement term.

If liquor is being served, it is the responsibility of the renting member to obtain a banquet permit from the State of Washington and have it posted 24 hours prior to the event. A plastic holder mounted behind the bar is in place for this purpose. Any beer kegs are to be placed on the outside deck and not in the Clubhouse.

Do not nail, tape, tack or staple any items to the walls or windows. The tack strip on the wall may be used. No confetti or similar small scattering decorations are allowed.

The renting member is responsible for all clean up including the galley; see the instructions on the next page. All surfaces are to be sanitized, including the bar area. A walk through with the renting member will be conducted on check in and check out; failure to perform the walk through will result in forfeiture of the damage/cleaning deposit. The damage/cleaning deposit will be returned within ten days of the event provided the facility and grounds are in the same or better condition than the check in walk through. Disputed charges may be taken up with the Board of Trustees whose decision on the matter will be final.

No function of a political nature (fundraisers, forums, etc.) will be allowed on OYC premises. **NO EXCEPTIONS.**

Members requesting to rent the facility must submit to the Clubhouse Chair the completed application form with one check for the rental fee including galley rental and/or barbecue and a separate check for the damage/cleaning deposit. Applications without both checks will be returned. The application is not considered approved until the member has received written or electronic confirmation from the Clubhouse Chair. Reservations are granted on a first-come, first-served basis.

Contact: Peta Hoonan, Clubhouse Chair: 469-450-2539 petahoonan@hotmail.com

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Today's date: _____

Event date: _____ Hours (from and to): _____ to _____

Member name: _____

Member email: _____ Member phone: _____

Catering company: _____

Type of function: _____

Other contact persons: _____

	Fewer than 50 people	More than 50 people:
Clubhouse rental	\$200	\$300
Galley use	\$125	\$250
Barbecue use	\$ 50	\$ 50

Please include separate checks for 1) the damage/cleaning deposit and 2) all rental fees.

Remarks: _____

I agree to comply with the conditions of The Olympia Yacht Club Rental Policies, Instructions and Application:

Signature: _____

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CLEAN UP PROCEDURE AFTER RENTAL FUNCTION

(to be retained by renting member)

Renting member is responsible for ensuring the following:

1. All chairs to be stacked eight high and facing the walls without blocking any of the glass doors. Like chairs must be stacked together (match the colored stickers on the back of each chair).
2. Tables must be replaced into rolling table racks.
3. All garbage and recycling must be taken out to the appropriate dumpster/recycling bins.
4. All countertops and cupboard surfaces must be cleaned and sanitized with bleach water or comparable cleaners.
5. Stove burners, if used, must be cleaned with cleaners found under the sink.
6. Barbecue grill, if used, must be cleaned with cleaners found under the sink.
7. Sinks must be scrubbed and food particles removed
8. Carpet is to be vacuumed and if stained, cleaned with carpet stain cleaner found in cleaning closet; any such stains should be immediately reported to the Caretaker.
9. Bathrooms should be kept reasonably clean and picked up.
10. Dance floor must be dust mopped and spills hand wiped.

Caretaker will be responsible for cleaning the dance floor, deep cleaning mirrors, toilets, bathroom countertops and galley and bathroom floors. Caretaker: Robert Ludlow 360-280-5757