

Beachwood Yacht Club  
P.O. Box 167  
Beachwood, NJ 08722

**Application for Club Rental**

**Renter's Name:** \_\_\_\_\_

**Member's Name:** \_\_\_\_\_

**Renter's Address:** \_\_\_\_\_

**Renter's Phone #:** \_\_\_\_\_

**Renter's email:** \_\_\_\_\_

**Date of function:** \_\_\_\_\_

**Hours of function:** \_\_\_\_\_

**Type of function:** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_ **Number of adult guests:** \_\_\_\_\_

**Kitchen required?**                      **YES**                      **NO**

**Bar required?**                         **YES**                         **NO**

**Number of bartenders?**              **One (<50 adults)**        **Two (> 50 adults)**

**Total rental fee: (excluding deposit and bar)** \_\_\_\_\_

**Deposit: (refunded if no damage assessed)** \_\_\_\_\_

**Balance due: (Two (2) weeks before event)** \_\_\_\_\_

**Applicant has read the attachments and agrees to abide by the "Rules for Rental of the Club House" and "Duties of Steward or Members" which together with this application shall constitute the entire agreement.**

**Date of application & deposit:** \_\_\_\_\_ **Date of Acceptance:** \_\_\_\_\_

**Sign:** \_\_\_\_\_ **Sign:** \_\_\_\_\_

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**Beachwood Yacht Club**

**Member / Renter**

**Rules for Rental of Club House**

Member Rentals: Senior Members of Beachwood Yacht Club (BYC) may rent the Club House for a private function at the member fee. Any new member must be a member of the BYC for at least three (3) days before he/she is eligible to rent the club.

Non-member Rentals: All other rental requests will be considered as a Non-member rental and will be charged accordingly. Bar service and use of the bar is not available for Non-member rentals. All alcoholic beverages, served by the Non-member renter, must be purchased from a retail licensee who is permitted to sell packaged goods. Non-member renters cannot purchase alcoholic beverages from BYC. Non-members must have a sponsoring BYC member and the sponsoring BYC member must be in attendance at the private rental for the full term of the event. Club functions have priority. Rental is subject to availability and on a first come, first serve basis. Club occupancy is limited to ninety- nine (99) people.

**Procedure for Club House Rental**

- A. Rental must be made in writing to the Vice Commodore a minimum of one month prior to date of rental.
- B. The Vice Commodore may approve or reject the application and report the decision to the Board of Governors and notify the applicant. Refer the application to the Board of Governors in case of a dispute.

**Fees**

- A. A "Member" rental must furnish a refundable deposit of \$300.00 at time of application. A "Non-member" rental must furnish a refundable deposit of \$500 at the time of application.
- B. Club rental fee is \$300.00 for Members and \$600.00 for Non-Members. Rental fees must be paid in full a minimum of two (2) weeks prior to the rental.
- C. Kitchen use is included in the term of the rental.
- D. Following the rental, the deposit, less deductions for damages, repairs, replacements or necessary steward services, shall be refunded to renter. If the rental does not occur, the deposit shall be forfeited.
  - The rental period shall consist of four (4) hours. The Commodore or Bartenders may extend the rental for a maximum of one (1) more hour, not to extend beyond 12:00 AM.
  - Club member renters only, may request an additional hour of bar service which will be granted based on bartender availability. An additional \$20.00 per hour, per bartender, will be charged to the renter for the extra hour of bar service if the renter requests a one hour rental extension beyond the contracted four hours.
- E. If any alcoholic beverages are to be served during the club member rental, BYC will furnish bartender(s), at an extra charge of \$50.00 each, for the four (4) hour rental period. If under fifty adult attendees are expected at the private rental a minimum of one bartender shall be required. If more than fifty adult attendees are expected at the private rental, a minimum of two bartenders shall be required. Bar tenders will be assigned by the Bar Chairperson. Bar charges and fees will be paid to the Bar Chairperson. All alcoholic beverages must and will be under the direct supervision of BYC bartenders in accordance with ABC regulations and Club rules. This means that all alcoholic beverages must be purchased from BYC. Club member renter only, must run a bar tab (no cash bar allowed). Club member may set a bar tab limit, if desired. Club member renter must pay all bar fees including bar tab and bartender charges at the close of the event.

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**Responsibilities**

- A. The renter is responsible for set up and clean up; including decorations, food preparations, and serving.
- B. The House & Grounds representative will conduct before & after inspections & refund deposit if satisfactory.

**Bar**

- A. Bar rules (posted on bar) must be followed.
- B. Only club liquor / beer / wine will be used for a member rental.
- C. Alcoholic drinks will be charged at prevailing club prices for a member rental. Member renter must run a bar tab kept by bartenders.
- D. If punch is desired at a member rental (only), it must be furnished by the renter with Club supplying the appropriate bottles of liquor.

**Beachwood Yacht Club Rental Duties of Steward and Member/Sponsoring Renter**

The steward shall provide technical direction to the BYC member renting/ sponsoring the Clubhouse rental. Member/Sponsoring Renter (hereafter referred to as MSR) shall be responsible for Clubhouse facilities during the rental period, including the time for setup and break down.

**Kitchen**

Steward and or House & Grounds representative (hereafter referred to as BYC) shall explain the use of kitchen facilities including, but not limited to: stove, dishwasher, trash and recycle containers. BYC shall provide clean, organized kitchen with clean utensils, pans, dishes etc. MSR is required to restore kitchen to as provided condition. MSR is required to empty all trash and recycle containers.

**Restrooms**

BYC shall provide clean well stocked restrooms. BYC shall provide:

- 1. Clean toilets, wash basins and floor.
- 2. Clean, empty wastebaskets.
- 3. Adequate supply of paper products.

MSR is required to restore restrooms to clean, as provided conditions, less normal use of paper products.

**Hallway**

BYC shall provide clean hallway with clean water fountain, clean floor and neat bulletin boards.

MSR is required to restore hallway to clean as provided condition.

**Main room**

BYC shall provide a clean main room, with clean furniture and floor. MSR is required to restore main room to clean as prior condition.

**Parking Area and Grounds**

BYC shall provide clean parking areas for MSR and his/her guests. BYC shall provide clean deck and outside step for easy access to club facilities. Garbage/ recycle containers shall be empty and neatly arranged. MSR is required to restore aforementioned areas to the clean, as provided condition. BYC shall lock the yacht club garage and outdoor sheds. Yacht Club sailboats, sails, equipment, motors, powerboats, etc., are strictly off limits during the rental period. MSR is responsible for all facilities during rental period, including set up and break down. MSR is responsible for guests at all times.

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At the conclusion of the rental period, BYC along with MSR shall inspect the facilities insuring compliance with all of the above. Deposit shall be promptly returned to the renter provided facilities are satisfactory to BYC. MSR is responsible for damages, repairs, and/or replacements. In the event there are any disagreements between MSR and BYC, then the BYC Board of Governors shall make the final decision and take the appropriate action.

**We have read the Duties of BYC and MSR for the Beachwood Yacht Club House rental and agree to comply with the same.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Member / Renter

\_\_\_\_\_  
Steward

\_\_\_\_\_  
House and Grounds

\_\_\_\_\_  
Beachwood Yacht Club Officer