

SHATTEMUC YACHT CLUB

P.O. Box 29, Ossining, New York 10562
Phone: (914) 941-8777 Web Site: www.shattemucyc.org

2019

If the terms of this contract are acceptable, please fill out and sign this form and prepare two checks payable to **Shattemuc Yacht Club**: (NOTE - Please download, complete, and save this fillable PDF document)

**A non-refundable reservation deposit of \$200,
A refundable security deposit of \$500 for members, \$1000 for non-members**

Please mail the form, with both checks to the above address, Att. Clubhouse Rentals

I agree to the terms of the Shattemuc Yacht Club Facilities rental Agreement (see reverse)

Name _____

Address _____

Phone Number: Daytime/Evening: (D/E) _____ (Cell) _____

Date of event: _____ Times of event: _____

Type of event: _____

of hours _____ #of bar guests _____ # non-alcohol guests _____

Signature / _____ / Date _____

If renter is the guest of a member:

Host Member Name: _____

Signature: / _____ / Date _____

Non-refundable check : , date _____ check # _____

Refundable security deposit check : , date _____ check # _____

Renter is member Renter is guest of a member

Clubhouse rental: _____ hours x \$ _____ = ClubTotal : \$ _____

Bar Svc: Per person per hour charge: Prem Full BWS CP

\$ _____ x _____ # of persons x _____ hours = BarTotal: _____

Sales Tax on: Clubhouse rental + bar total: (\$ _____) x 7.375% = TaxTotal: \$ _____

Gratuity 18% (on bar cost, excluding tax): Bar total(\$ _____) x 0.18 = Grat Total: \$ _____

Amount due for security guard (if needed): \$ _____

Total Cost: (clubhouse & bar with tax, guard, and gratuity): \$ _____

- Less non-refundable deposit: \$ _____ (200.00) _____

Net due 2 weeks prior to event:\$ _____

**Any rental related questions, please contact: Coulter Young – Clubhouse Rentals:
email: clubhouserental@shattemucyc.org phone: 914-262-2029



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Ossining, New York 10562

Club Phone (914) 941-8777

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Shattemuc Yacht Club, as a convenience to our members and a service to the community, allows rentals of its facilities.

Rules and Conditions for Rental of Shattemuc Yacht Club Facilities

1. All reservations must be made a minimum of two months **prior to** the rental date.
2. A **non-refundable reservation fee** of \$200.00 is required two months in advance of the rental date in order to book/hold a date. If rented, the \$200.00 will be applied to the cleaning fee.
3. A refundable **security deposit** of \$500.00 (members) or \$1000.00 (non-members) is required with the \$200.00 deposit.
4. Full payment **for the rental**, including the security deposit, is required **two weeks prior to** the event.
5. The security deposit covers any damage or excessive cleaning costs for Shattemuc. If not used, it will be refunded 4-6 weeks after the event.
6. Shattemuc cannot guarantee the availability of the facility in the event of weather or other conditions which may result in facility closure. In the event of a cancellation by Shattemuc due to such circumstances, the renter is entitled to a full refund.
7. Persons renting the clubhouse facility and their guests are permitted on the ground floor of the clubhouse and the southern and western adjacent decks only. Members of the yacht club may be using the second level of the clubhouse, the northern back deck (close to the grills), the barbecues and the grassy areas.
8. Non-members, including children, are not permitted on the docks, fingers or beach areas.
9. Persons renting the facilities and/or using the kitchen are responsible for setting up and returning furniture and utensils to their original position.
10. Persons renting the facilities or their caterer are responsible for washing the club's dishes and cutlery, as well as any kitchen equipment and utensils including work surfaces, tables, etc., and removing any garbage to the outside dumpster.
11. No tape, push pins, or items detrimental to wall and floor surfaces may be used on the walls for hanging decorations or to mark floor areas. Care must be taken when moving furniture to avoid scratching the floor.
12. Outdoor or porch furniture must not be brought into the clubhouse under any circumstances.
13. Organizational groups renting the yacht club facilities must furnish a certificate of insurance, to the Clubhouse Manager, two weeks prior to the event.
14. Beverages must be provided by the club's bar and the renter must pay the bar fees: **full premium, full house, or beer-wine-and-soda bar service** are the only choices, except for children's parties. A list of mixed drinks is available. If the renter wants to bring something unusual, s/he will still have to pay the bar fees.
15. Only **soda and juice** may be served at a children's party.
16. A security guard must be hired for a children's party and will be provided by Shattemuc Yacht Club at an additional cost of the "going market rate".