

Put-in-Bay Yacht Club Private Function Rental Agreement

(An Ohio Corporation—Not for Profit) • Put-in-Bay, Ohio on South Bass Island • Affiliated with I.L.Y.A., A.Y. C., G.C.B.A. and Y.C.A.

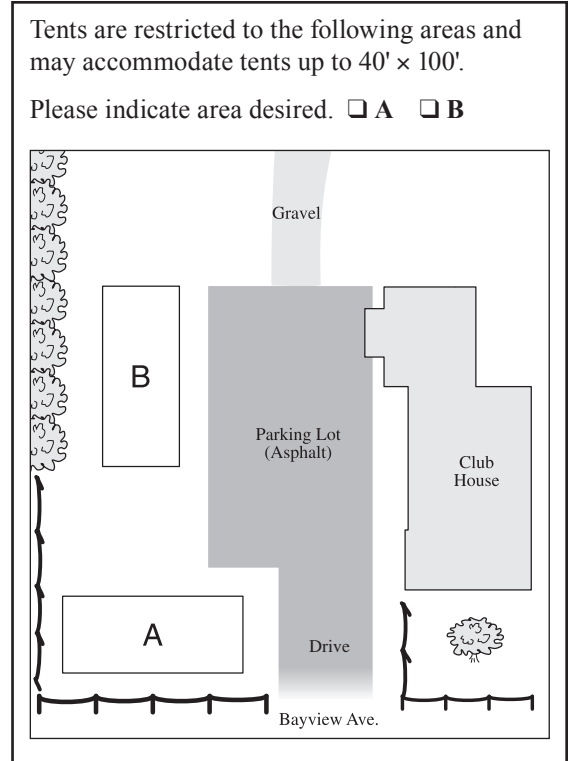
I/we hereby make application to reserve the following area(s) of the Put-in-Bay Yacht Club for my/our personal use. Upon acceptance by the Club through its Board of Trustees and/or Rental Agent, this Agreement becomes binding on both parties.

Date of Function _____ Function _____
 _____ to _____
 Time: _____ Approx. Number in Group _____ Set-up Time _____
 Caterer _____ Caterer Phone _____

**FULL RENTAL FEES
OR A DEPOSIT OF
\$500.00
MUST ACCOMPANY
THIS AGREEMENT**

RENTAL FEES (PER DAY) (Must be paid at least two (2) weeks prior to event)

Facility	Rate (Sun.-Thurs./Fri., Sat.)	Cost
<input type="checkbox"/> Pavilion	\$ 150. ⁰⁰ /\$ 200. ⁰⁰	
<input type="checkbox"/> Patio	\$ 150. ⁰⁰ / \$ 200. ⁰⁰	
<input type="checkbox"/> Front Room	\$ 300. ⁰⁰ / \$ 400. ⁰⁰	
<input type="checkbox"/> Dining Room (capacity 150 persons)	\$ 400. ⁰⁰ / \$ 600. ⁰⁰	
<input type="checkbox"/> Galley (meals prepared at PIBYC)	\$ 300. ⁰⁰ / \$ 500. ⁰⁰	
<input type="checkbox"/> Entire Club (maximum capacity 140 persons, extra seating in bar)	\$ 875. ⁰⁰ /\$ 1,500. ⁰⁰	
<input type="checkbox"/> Tent Area (With Entire Club rental ONLY; permit fee additional)	\$ 200. ⁰⁰ / \$ 300. ⁰⁰	
TOTAL		_____



If the **SIGN BOARD** is available for the day of the event, please indicate the message you desire (maximum 4 lines, 16 letters/spaces per line).

Conditions of Use
 The undersigned agrees to indemnify and hold harmless the Put-in-Bay Yacht Club, its Members, Officers, Board Members, Agents, and Employees for all liability, claims, demands, damages and costs arising from the use of these premises. The undersigned also agrees to the Rental Rules and Policies and will see that they are strictly adhered to by all persons in this group.

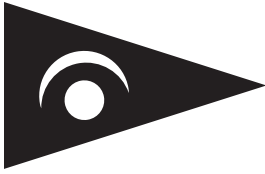
Person in Charge of Group

Name _____
 Address _____
 City _____ State _____ Zip _____
 Tel. _____
 E-mail _____
 Signature _____

PIBYC Member (Sponsor)

Name _____
 Address _____
 City _____ State _____ Zip _____
 Tel. _____
 E-mail _____
 Signature _____

Approved (Put-in-Bay Yacht Club Manager) _____ Date _____
Return to: Club Manager, P.O. Box 51, Put-in-Bay, OH 43456



Put-in-Bay Yacht Club Rental Rules and Policies

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Rental Policies

As a membership organization, the Put-in-Bay Yacht Club wants to make its clubhouse and facilities available for use by its members and their guests. The Club Manager is the official rental agent and is responsible for negotiation and arranging Club rentals. The following policies will be followed, by the Club Manager and Club officers, when entering into rental agreements.

1. The Club Manager shall be responsible for scheduling the activities of the Club. In order to permit the Club Officers to plan the upcoming social calendar, commitments for the subsequent year will not be confirmed until after the winter board meeting, which is usually held in January. For example, a member wishing to plan an event at the Club in August will normally not receive confirmation of the date's availability until the new bridge is installed and the social calendar has been set up and approved at the Board of Trustees' winter meeting. At this meeting, the Board of Trustees will also set the rates, fees and deposits schedule for the coming year.
2. Anyone wishing to rent the clubhouse or other Club facilities must complete and submit the attached rental agreement along with a deposit check for \$500.00 or the full rental fee if less than \$500.00.

Non-members must obtain a member sponsor who will "host" the party on behalf of the guest. **The Sponsor must be in attendance at the function.**

3. Requests for dates will be handled on a first-come first-served basis except that a Club member may be given priority over an unconfirmed non-member function.
4. When a date has been approved, the Club Manager will send a letter of confirmation along with a signed copy of the rental agreement to the Member/Sponsor. The confirmation letter will state the acceptance of the date and will state a deadline by which payment is due in full. Following that date, the rental fee, minus deposit, will be refunded only if the Club is rented to another party.
5. **All monies must be paid to the Club by the Member/Sponsor.** The Member/Sponsor is, in all cases, responsible for the deposit, rental payment and final bill.
6. Outside caterers are permitted; however, they must be approved, licensed and insured.
7. Upon request, the Member/Sponsor or the renting party shall provide written evidence of liability coverage for the event. Outside caterers must provide proof of liability coverage.

Rental Rules

General Information:

1. All tent rentals shall be through the Club Manager.
2. Current tent permit fee shall be charged to the renter.
3. Tents may be no larger than 40' x 100'.
4. Tents may be located only in the areas designated on the contract.
5. Under no circumstances shall poles, posts, stakes or any other object causing holes be installed on any paved surface.
6. All intoxicating spirits must be provided by the Club. The Member/Sponsor or representative is, however, responsible for the behavior of all guests and Put-in-Bay Yacht Club will not be liable for any incident resulting from the consumption of alcoholic beverages by any member, guests or outside staff.
7. Last call shall be no later than 11:45 P.M.
8. We are a non-smoking Club therefore all smoking must be restricted to outside the clubhouse.
9. Drugs, firearms and hallucinogens are not permitted in the clubhouse or on the property.
10. Put-in-Bay Yacht Club reserves the right to cancel any scheduled use of the facilities due to conditions beyond its control.

Obligations on the part of PIBYC Staff:

1. Premises shall be cleaned before and after the event.
2. Properly contained trash will be removed.
3. Clean equipment, left on the serving bar, will be put away.
4. Galley floor and equipment will be cleaned preceding event.
5. Galley floor will be mopped after the event.
6. A staff member will be present at all events.

Obligations on the part of the Caterer

1. Setting up and tearing down of all tables and chairs
2. Galley items are not to be taken from the Club.
3. Galley equipment and utensils must be cleaned.
4. General clean up of areas used.

Obligations on the part of the Member/Sponsor

1. Club is to be left as found with the exception of the items covered above.
2. Nothing is to be attached to the walls.
3. Nothing is to be attached to the ceiling tiles.
5. User will not under any circumstances tamper with any electrical, heating or air conditioning controls.
6. Furniture may not be rearranged without permission.
8. Refrigerator must be emptied, and all event related items removed by 12:00 NOON on the day following the event.

By signing the Private Function Rental Agreement, both the Renter (person in charge of the group) and the Member/Sponsor agree to the Rental Rules and Policies and will see that they are strictly adhered to by all persons attending this function.