

- Member
- Non-Member
- Club Event
- Private Event
- Community Event



Today's Date: ___/___/___

Del Rey Yacht Club EVENT REQUEST

Event Request Day: S M T W Th F S Event Date: ___/___/___

EVENT NAME: _____ Please Print Clearly EVENT TIME: _____ Start / Finish Time

OF GUEST: _____ BOARD APPROVAL REQUIRED: Y / N

MEMBER NAME: _____ MEMBER #: _____

CONTACT PHONE #: (____) - _____ FAX: (____) - _____ EMAIL: _____ @ _____

ADDRESS: _____ CITY, STATE, ZIP: _____

<u>ROOM CHOICES:</u>	<u>RATES:</u>	<u>AMENITIES:</u>	<u>QTY:</u>	<u>AMENITIES:</u>	<u>QTY:</u>
Bar, Upstairs	\$150.00 <input type="checkbox"/>	5 Disc CD Player (N/C)	_____	Overhead Projector (\$25.00)	_____
Bar, Downstairs	\$150.00 <input type="checkbox"/>	Big Screen TV (\$50.00)	_____	PA / Podium (\$75.00)	_____
Conference RM	\$ 75.00 <input type="checkbox"/>	Dance Floor (\$125.00)	_____	Round Tabletop Mirrors(N/C)	_____
Library	\$ 50.00 <input type="checkbox"/>	DVD Player (N/C)	_____	Small Portable Screen (\$25.)	_____
Main Dining RM	\$500.00 <input type="checkbox"/>	Easel (N/C)	_____	Stage / Riser (N/C)	_____
Pacific RM	\$125.00 <input type="checkbox"/>	Extension Cord (N/C)	_____	Tables (Sm / 6ft / 8ft) (N/C)	_____
Puerto Vallarta North	\$150.00 <input type="checkbox"/>	Ice Chest (N/C)	_____	Trays (N/C)	_____
Puerto Vallarta South	\$125.00 <input type="checkbox"/>	LCD Projector (\$125.00)	_____	TV / VCR (\$25.00)	_____
Patio	\$125.00 <input type="checkbox"/>	Outdoor Heaters (\$35.00)	_____		
No Charge For Room <small>(Committees & Community)</small>	<input type="checkbox"/>				

Additional Request:

- | | |
|---|---------------------------------------|
| Water <input type="checkbox"/> | Bagels <input type="checkbox"/> |
| Coffee (reg) <input type="checkbox"/> | Cream Cheese <input type="checkbox"/> |
| Coffee (decaf) <input type="checkbox"/> | Lox <input type="checkbox"/> |
| Cookies <input type="checkbox"/> | |
| Muffins <input type="checkbox"/> | |

Requested Arrangement (Diagram):

I certify that I have read and understand the CLUB EVENT POLICIES listed on the back and agree to adhere to all specifications.

Member Signature: _____	Date: ___/___/___	APPROVED YES / NO
Office/Calendar: _____	Date: ___/___/___	<input type="checkbox"/> <input type="checkbox"/>
Events Coordinator: _____	Date: ___/___/___	<input type="checkbox"/> <input type="checkbox"/>
Rear Commodore: _____	Date: ___/___/___	<input type="checkbox"/> <input type="checkbox"/>
Board of Directors: _____	Date: ___/___/___	<input type="checkbox"/> <input type="checkbox"/>

Club Event Policies

Scheduling and Reservations

Event space must be reserved with the Office Manager. Food and Beverage services must be contracted with the Food & Beverage Manager. Private events may only be held in the room they were contracted for, and do not have the right to utilize other areas of the club. Exclusive use of the Club will not be permitted during normal operating hours.

Club Sponsored Event

The Rear Commodore or Board of Directors may approve events associated with a race, regatta, or Yachting Association. Participating non-members may attend these associated events, payment may be collected and dinner and drink tickets sold.

Club sponsored events may be required to have Valet Parking and/or Security at the discretion of the Rear Commodore. The committee sponsoring the event will be responsible for the charges.

Private Member Event

Private events must be hosted and paid for solely by DRYC Members and the event may not be publicized as an organizational event. The sponsoring Member must host and be present for the event's duration, and will be responsible for valet parking/and or security charges at the discretion of the Rear Commodore. (DRYC will contract for these services.)

Private Event Approval

The Rear Commodore has the authority to approve all private events not considered disruptive to regular club activities. The Board of Directors must approve any event considered to be disruptive to the normal activity of the club (i.e. Main Dining Room events on a Saturday Night).

Valet Parking

Valet Parking is required for all events with more than 50 attendees for a fee of \$225.00. Events with more than 100 attendees will be charged a fee of \$350.00. Valet Parking will be billed as a separate item on your statement and will reflect the amount due on the Valet Company. All fees for Valet are approximate, and may vary depending on the length of the event and the actual number of attendees.

Financial Responsibility and Deposits

Members are financially responsible for their sponsored event and must sign and complete a Banquet Event Order (14) days prior to the event. Any event estimated to exceed \$1,000.00 would require a 50% deposit due upon signing or event will not be considered confirmed. Events estimated under \$1,000.00 will not be required to submit a deposit and will be considered confirmed at the time of approval. Any balance will be due on the date of the event. Events may be charged to the Member's account or paid for by personal check only. Credit cards and company checks will not be accepted.

Members will be responsible for informing DRYC of the minimum number of attendees (7) days prior to the scheduled event. Final billing will be at least this number.

All remaining food, beverage, and additional estimated charges (taxes service charges, other contracted charges) will be paid not later than (5) days prior to the event. Any additional charges incurred during the event will be due immediately. Any Member failing to remit payment within (5) days after being billed final amount will be considered delinquent and posted.

Prices and Minimums

The Main Dining Room requires a minimum of 125 people charged to the event. Events include use of all contracted rooms for a maximum of (5) hours. Additional hours will be charged to the Member at the rate of \$500.00 per hour. Club catering menus are available with pricing information. ALL Prices are subject to change.