



## BAY SHORE YACHT CLUB RENTAL GUIDELINES & POLICIES

1. Club Rentals are a member benefit and are assigned on a first requested, first served basis.
  2. Rental requests cannot be made or approved before January 1<sup>st</sup> for the following year.
  3. Cost of the Clubhouse Facilities:
    - a. Maximum duration of the rental will be EIGHT (8) consecutive hours, which includes a maximum time of THREE (3) hours allocated for set up and clean up. For rentals of less than 75 people, one steward will be assigned. For rentals of 75-125 people, a second steward will be assigned by the House Chairman. An additional fee of \$100.00 plus applicable sales tax will be charged for the rental. (See 3c below). Situations requiring steward use beyond these EIGHT (8) consecutive hours will be billed to the member/renter at \$50.00 per hour, plus the applicable sales tax.
    - b. A \$200.00 security deposit is required of all renters. Deposit must be a separate check post-dated for the day of the rental and returned to the renter after the rental upon satisfactory compliance with ALL BSYC regulations.
    - c. Member party as described in 3a (above) will cost \$550.00, plus applicable sales tax (one steward) or \$650.00, plus applicable sales tax (is two stewards are deemed necessary).
    - d. Functions such as weddings, which usually require extra use of the BSYC facilities (e.g. two days will cost \$750.00, plus applicable sales tax (fee includes the use of two stewards)).
  4. A weekend is defined as starting on Friday evening and ending on Sunday evening.
    - a. We do not allow rentals two weeks before Flag Raising.
    - b. We do not allow rentals in the months of July and August.
    - c. In the months of June and September, only one rental per weekend is permitted.
  5. Rentals are for a total of 8 continuous hours. This includes set up, opening of the Club by the steward and clean up (closing of the Club) by a steward.
  6. Friday and Saturday evenings the club is closed, the premises vacated and the gate locked no later than 11:00 pm. Sunday through Thursday evenings, the Club is to be closed, the premises vacated and the gate locked no later than 10:00 pm.
  7. Members may rent the Club on weekends in June and September under the following conditions:
    - a. Completed applications must be received by the Rental Chairman THURTY (30) days prior to the desired date.
    - b. Rentals are limited to any ONE day of the weekend. The remaining days of the weekend are reserved for the general use of the Club membership.
    - c. During the months of June and September, advance set up of the Clubhouse by renting member group is prohibited.
  8. Rental requests for date other than June and September, must be submitted to the Rental Chairman NO LESS THAN thirty (30) days prior to the desired date of rental. The Rental Chairman will confirm the availability of the Club and personnel for the desired date. The completed application, including payment and security checks, MUST be submitted to the Rental Chairman prior to the renter's appearance at the Board of Governor's meeting. The Rental Chairman will inform the application (member) within forty-eight (48) hours of their appearance before the Board of the Board's decision on their application for Club rental.
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9. Under the member rental agreement, private rental of the Club is restricted to functions personally given by the member or his immediate family. The member MUST be in attendance for the duration of the function and is responsible for ensuring compliance with all applicable rules including NYS laws regulating the consumption of alcohol.
10. Applicants for all graduation parties or parties honoring any individual between the ages of 15 and 21 MUST APPEAR before the Board of Governors prior to the Board's approval of the proposed rental date. The applicant must satisfy the Board's concerns for maintaining an orderly function including crowd control, security measures including monitoring all Club premises, noise, compliance with NYS laws regulation consumption of alcohol and strict adherence to time restrictions set forth in #11 below.
11. Strict adherence to the following is mandatory:
  - During Friday and Saturday rentals, all music and undue noise MUST cease by 10:00 pm.
  - The clubhouse and ground MUST BE QUIETLY and COMPLETELY vacated by 11:00 pm.
  - Sunday rentals must end at 9:00 pm.
  - NO swimming is allowed at the BSYC facility.
  - The Club MUST approve use of the transient slips by guests during the rental function.
12. Facilities will be used "as is". Use of tents will require specific Board approval. Renter must limit decoration to easily removable items that will in no way damage or deface any facilities. The use of tacks, pins, nails or anything that could put a hole in the wall, molding or some part of the Clubhouse structure is strictly prohibited. Removal of any BSYC furnishings or fixtures is expressly prohibited. The House Chairman MUST be consulted by the renter about planned decorations.
13. All rental requests are subject to approval by the Board of Governors at regularly scheduled Board meetings.
14. Requests for rental cannot be in conflict with our Entertainment or Regatta calendars.
15. All outside vendors must show proof of insurance to the Rental Chairman. Outside vendors must furnish and use their own utensils and cooking equipment. Renter is responsible for any and all damage or loss to the BSYC.
16. There will be no gambling or sale of liquor on BSYC premises.
17. The rental fee includes the use of the Clubhouse, barbeque, kitchen, refrigerator and stove. ONLY the BSYC steward will operate the dishwasher and fireplace. (Firewood must be supplied by the Member/renter.) At the discretion of the Board of Governors, arrangements for security guards will be made by the renter. The cost for such security guard will be borne by the applicant.
18. The club grounds must remain accessible to all members at all times.
19. Renter is responsible for ensuring that all party supplies are removed and the BSYC premises is available for normal daily operation by 9:00 am of the day following the rental. The facilities must be left in the same condition as before the rental.



Equipment Available with Rental:

1. Four (4) oval 60"x44" cherry tables, each with 6 matching chairs - seat 6.
2. Three (3) low 36" diameter round wood tables in front of sliding glass doors - seat 4.
3. Four (4) 48" round tables - seat 5.
4. Ten (10) 72"x30" rectangular tables.
5. Three (3) 96"x24" rectangular tables.
6. Eight (8) 30" square tables - seat 4.
7. Seven (7) 45" diameter round outdoor tables - seat 6.
8. Thirty-three (33) metal folding chairs.
9. Forty-one (41) plastic folding chairs.

You and your caterer will need to supply tablecloths, silverware, dishes, glasses, etc. The Club usually has two working coffee urns, lots of ice, refrigerator and stove. The Club does not supply charcoal for the grills or firewood for the fireplace.

The Club is most often used to celebrate a milestone in the life of one of our members. Happy memories are the result of early planning and good communication.

Should you require further information, please contact the Rental Chairman – phone number to be found in the BSYC Yearbook.