

COLUMBIA RIVER YACHT CLUB CLUBHOUSE FACILITY RENTAL POLICY

This rental policy and agreement has been established under the direction of the Board of Directors to establish guidelines for the use and operation of the Clubhouse facility during rental events.

NO SMOKING and NO FIREWORKS

The Clubhouse building has been designated no smoking. Members and Guests may step outside onto the immediate terrace to smoke and are expected to use the sand urns provided for their waste materials. No fireworks are allowed inside or outside of the Clubhouse.

The outdoor fire pit is not available for rental events.

RENTAL EVENT RESERVATIONS

Rental event reservations must be made in writing with the Clubhouse Supervisor. A \$500.00 security, breakage, damage and cleaning deposit must be sent to the Clubhouse Supervisor along with the date of reservation. A refund is only given if the event is canceled 30 or more days prior to the scheduled date. Date of receipt by the Clubhouse Supervisor of the \$500.00 deposit will control reservation priority in the event of multiple requests for the same date. The date will be compared to CRYC calendar events and if there is no conflict the date will be reserved and confirmed to the renting requestor. Reservations can only be confirmed on a calendar year basis. Reservations supported by the \$500.00 deposit will be accepted for the next calendar year subject to confirmation after the Club's social calendar is set by the incoming Commodore on or about January 15.

HOLIDAY RENTALS

- A written request for all dates between Thanksgiving and New Years Eve are to be submitted to CRYC Clubhouse Supervisor by May 1st
- Total amount due must be paid in full seven (7) days prior to event.

ALCOHOLIC BEVERAGES - REGULATORY REQUIREMENTS

Many of the requirements for the use of our club facility are imposed by the Oregon Liquor Control Commission and the Multnomah County Department of Health, who have established regulations for private clubs that hold a Class B dispenser permit to serve alcoholic beverages. The regulations under which we must operate to preserve our liquor dispensing license are more stringent than those of regular fully licensed restaurant and lounge facilities.

- No alcoholic beverages may be sold, served, or in possession of any minor.
- All persons consuming and in possession of alcoholic beverages must have valid picture identification (drivers license, military I.D., or passport) on person.
- Individuals renting the facility must assure the club that they will adhere to O.L.C.C. policy.

O.L.C.C. OPERATIONS GUIDELINES

- No alcoholic beverages can be served by anyone other than a person holding a valid O.L.C.C. Service Permit.
- All beverage service personnel will be provided by Columbia River Yacht Club.
- No alcoholic beverage may be sold to any guest who is not in the immediate company (within the clubhouse building or general area) of the person sponsoring the rental event.

Alcoholic beverages may not be in possession of any person outside the Clubhouse building and immediate patio area. The decision of the bartender to stop service to individuals is final and is the responsibility of the sponsoring member. If the CRYC event sponsoring renter leaves the premises at any time during the rental event, all liquor dispensing services will be terminated for the duration of the event. If liquor services are terminated, under no circumstances will the bar be re-opened.

CATERING CATERING DETAILS

Room rental is for a six hour maximum time period and the event must conclude by midnight. The serving of beverages must cease 1/2 hour prior to the end of the event. Event set-up will be pre-arranged with the Clubhouse Supervisor allowing access two hours prior to the scheduled event commencement, and may run one hour beyond for breakdown and final housekeeping.

CATERER APPROVAL

At least 30 days prior to scheduled rental events, renter's chosen caterer needs to provide their business card and, on their letterhead, the following information to the Club Manager:

- Company name
- Address
- Telephone Number
- Owners Name / Contact Name
- Federal Employers Identification Number
- Evidence of Liability Insurance, including product liability, in the amount not less than \$500 thousand dollars per occurrence
- Evidence of Worker's Compensation Insurance
- Confirmation that all catering personnel have valid Food Handlers Permits
- Names and Telephone numbers of 3 verifiable customers

Within five days of receipt of the required caterer qualification information, the rental event sponsoring member will be advised if the caterer is approved for work in our facility.

No caterer will be allowed access to our facilities without pre-qualification. A list of pre-approved caterers is available from the Clubhouse Supervisor or can be obtained in the CRYC office.

CATERING REGULATIONS

On Site Tasks

- Kitchen clean-up.
- Tables - set with china, glassware (ask for assistance in using dishwasher - soap, racks to use and how to use it) and replace all materials, as originally provided.
- Clear all tables, counters, and serving areas of food, linen, or décor items.
- Clean all tables, table tops, bar area, food prep and serving areas.
- Empty all trash containers in dump box 50' south of outside kitchen entrance.
- Mop all hard surfaces in kitchen and serving areas.
- Get signed out by Clubhouse Supervisor at the end of rental event.

DECORATIONS

No decorations or any materials can be attached to any interior or exterior wall surface of the Clubhouse building. The sound deadening upholstered wall panels are not designed for affixing decorations and the club burgees may not be used for that purpose. Burgees and club decorations and furnishings cannot be taken down, re-positioned, or removed.

No event may include confetti or glitter, and weddings may use only bird seed (no rice) and only outside the building, as traditional congratulatory expression. There will be an extra charge for material clean-up as these items are discouraged.

FURNITURE LAYOUT

The Club house has 25 round tables, 200 chairs, and several serving tables to accommodate 200 seated guests. Maximum Clubhouse capacity is 250. We do not have storage space to allow removal of any furnishings, including the piano. A copy of the floor plan of the main Clubhouse room is available to renting members for their use in table and chair layout. We have 5 rectangular 3'x8' service tables. A table layout must be provided to our Clubhouse Supervisor at least one week prior to a rental event to assure set-up two hours prior to scheduled rental events. Any movement of / or damage to the furnishings will be the renter's responsibility. Tents and outdoor patio area seating are permitted but must be approved in advance by the Clubhouse Supervisor.

DELIVERIES

All deliveries must be through the back kitchen entrance/exit and arranged for with the Clubhouse Supervisor.

PARKING

Vehicles must be parked in defined striped parking slots only.

**COLUMBIA RIVER YACHT CLUB
CLUBHOUSE FACILITY
RENTAL AGREEMENT**

I have read the Columbia River Yacht Club Clubhouse Facility Rental Policy and agree to the terms and conditions stated. I accept responsibility for any guest of the event and for the facility itself. I am responsible for any payment that is due and will make it in a timely manner.

Event

Date of Event

Print Name

Signature

Today's Date

Contact Information – for Billing:
Billing Address:

Phone: _____