



Green Bay Yachting Club

P.O. Box 485, Green Bay, WI 54305 (Mail)
100 Bay Beach Road, Green Bay, WI 54302
Telephone 920-432-0168

2024 CLUBHOUSE & PAVILION RENTAL AGREEMENT

Reservations must be placed 30 days prior to event with the, Club Manager, and are available on a first-come, first-serve basis. A date will **not** be reserved until a **completed form** and **deposits** are turned in.

Send any questions to the Entertainment Manager email at trapshooter112366@yahoo.com

NO CARRY-INS ALLOWED

Facility Requested: Clubhouse Y N Pavilion Y N Band Y N

Date Requested _____ Time Requested: _____

Name _____

Address _____

Telephone/Contact Number _____ # of People Attending _____

Open Full Bar? Y/N _____ Open Beer? Y/N _____ Open Soda? Y/N _____

Required Payments: (Two checks must accompany form – **No credit cards**)

- \$100 cleaning deposit (returned if immediate building & outside grounds are cleaned-up)
- \$200 cleaning deposit (for large parties/weddings with bands/DJ; dep.return same as above)
- \$100 facility use fee
- \$125 facility use fee if Band/DJ are booked Date Paid _____

Fees: All fees must be paid by the end of the event prior to leaving.

1. Contact Brett for liquor/beer/soda prices
2. A \$25.00 fee will be charged for expendables -plastic forks, napkins, plates, etc.
3. Bartender fee (\$50 for parties over 50)
4. A 20% gratuity is recommended for Bartenders
5. 3.5% Credit Card Fee if paid by Credit Card

Note: Minors are not allowed to drink on club grounds by state law.

Clean-up: Premises must be cleaned the day of the event or by **9:00am** the next day

1. Tables and chairs wiped
 2. Floors: vacuumed/swept/mopped if necessary
 3. Kitchen: all dishes, pans, etc, washed and put away
 4. Kitchen floors mopped & trash cans emptied
 5. Outside area cleaned of any trash or debris
 6. All decorations removed
- Optional clean-up service can be provided for a fee (\$100-150 depending on the size & type of party). Ask about details prior to the party.

No left over food is to be placed in kitchen, cooler or freezer.

A GBYC club member must sponsor all parties and must be present at all times, including during set-up and all bills must be paid prior to leaving event.

Signature & Date _____