



# 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

## 2022 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.

Call Kris Johnson at 920-660-6051 with any questions.

**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 premises are cleaned-up including the immediate building grounds area outside)
- \$75 facility use fee
- \$100 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 Kris for liquor/beer/soda prices
2. A \$25.00 miscellaneous fee will be charged for the use of the Kitchen facilities
3. A \$25.00 fee will be charged for expendables -plastic forks, napkins, plates, etc.
4. Bartender fee (\$50 for parties over 50)
5. A 20% gratuity is recommended for Bartenders
6. 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

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 \_\_\_\_\_