



# Green Bay Yachting Club

## Application for GBYC FACILITY RENTAL

**RESERVATIONS MUST BE PLACED 30 DAYS PRIOR TO PLANNED EVENT & ARE CONFIRMED ON A FIRST-COME/FIRST-SERVED BASIS. CONTACT THE GBYC HOUSE DIRECTOR WITH ANY QUESTIONS ABOUT FACILITY RENTAL!**  
**Carol Pamperin: cpampgbyc@gmail.com OR (920) 634-9438**

<< Please print legibly! >>

NAME(S)	Requesting Renter	GBYC Member Sponsor (if requesting renter is not a member)*
REQUESTER ADDRESS	Street	City WI Zip
PHONE NUMBERS	Requester's Cell	GBYC Member Sponsor Cell (if different)
FACILITY REQUESTED	<input checked="" type="checkbox"/> Clubhouse <input type="checkbox"/> Outdoor Pavilion	DO YOU PLAN TO HOST A BAND? <input type="checkbox"/> Yes <input type="checkbox"/> No
REQUESTED DATE/TIMES	Date	Requested Start Time Requested End Time
APPROXIMATE NUMBER OF ATTENDEES		Open Full Bar? <input type="checkbox"/> Yes <input type="checkbox"/> No Open Beer Bar? <input type="checkbox"/> Yes <input type="checkbox"/> No Open Soda Bar? <input type="checkbox"/> Yes <input type="checkbox"/> No

**\* THE GBYC MEMBER EVENT SPONSOR MUST BE PRESENT THROUGHOUT THE EVENT, INCLUDING DURING SET-UP AND CLEAN-UP, AND ALL BILLS MUST BE PAID PRIOR TO THE EVENT'S CONCLUSION.**

FEES DUE WITH APPLICATION**	One check/cash payment (credit card payment not accepted) is due for: Facility Rental Fee: \$ 150.00 <u>\$ 150.00</u>
	Expendables Fee (if GBYC Disposable Plates/Cutlery/Paper Napkins are used): \$ 30.00 <u>30.00</u>
	Kitchen Use Fee (if GBYC kitchen is used for cooking and/or dishwashing): \$ 30.00 <u>30.00</u>
	Bartender Fee (per bartender, one required for an event of 50+ attendees): Number of Bartenders: _____ x \$ 75.00 = _____
	Facility Cleaning Deposit (partially refundable, see below): \$ 150.00 <u>150.00</u>
	<b>TOTAL CHECK/CASH AMOUNT DUE WITH APPLICATION</b> _____

POST-EVENT CLEANING REQUIRED BY RENTER	The rented facility must be cleaned immediately post-event or before 9am the day following the event. <ul style="list-style-type: none"> <li>Wipe all tables/chairs/bar/barstools with a damp cloth. Tables must be sprayed/wiped with sanitizer spray.</li> <li>Any furniture moved by the renter must be returned to the proper places. Remove any and all personal decorations.</li> <li>Vacuum/sweep/mop all floors to remove all evident dirt/stickiness. If kitchen was utilized, kitchen floor must be swept of all debris.</li> <li>Wash, dry, and return any and all used kitchen dishes/pans/etc to proper storage places.</li> <li>Empty all trash and recycling cans and properly dispose of bags in outside dumpsters. Replace all can bag liners with new ones.</li> <li>Clean and remove any trash from all outside/entry areas of the clubhouse/GBYC grounds.</li> <li>DO NOT place any leftover food items in the kitchen, cooler, or freezer. This is a health code violation!</li> </ul>
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**\*\* The facility fee for any size event is a flat fee. The fee and cleaning deposit are due in one cash/check payment with this application. A portion of the cleaning deposit will be retained by GBYC. A maximum of \$100 of the cleaning deposit will be refunded (at the sole discretion of the GBYC House Director) based on assessment of the renter's cleaning post-event. At least one bartender is required for parties of 50+ attendees. Additional bartender(s) may be required at the discretion of the House Director. A 20% gratuity payment is REQUIRED for all bartenders at the conclusion of the event. Application fees paid for events not confirmed by the House Director will be refunded.**

SIGNATURES	Requesting Renter	GBYC Member Sponsor (if requesting renter is not a member)*	Date
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Please mail this application and required payment to the address below or place in the mail slot of the club's office door.  
**GREEN BAY YACHTING CLUB INC, PO BOX 485, GREEN BAY, WI 54305**

**FOR INTERNAL CLUB USE ONLY**

DATE RECEIVED:

AMOUNT RECEIVED/CHECK NUMBER:

AMOUNT OF CLEANING DEPOSIT REFUNDED: