



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 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 | \$ 150.00 |
| | Expendables Fee (if GBYC Disposable Plates/Cutlery/Paper Napkins are used): | \$ | 30.00 | |
| | Kitchen Use Fee (if GBYC kitchen is used for cooking and/or dishwashing): | \$ | 30.00 | |
| | 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 | \$ 150.00 |
| TOTAL CHECK/CASH AMOUNT DUE WITH APPLICATION | | | | |

POST-EVENT CLEANING REQUIRED BY RENTER

- The rented facility must be cleaned immediately post-event or before 9am the day following the event.
- Wipe all tables/chairs/bar/barstools with a damp cloth. Tables must be sprayed/wiped with sanitizer spray.
 - Any furniture moved by the renter must be returned to the proper places. Remove any and all personal decorations.
 - Vacuum/sweep/mop all floors to remove all evident dirt/stickiness. If kitchen was utilized, kitchen floor must be swept of all debris.
 - Wash, dry, and return any and all used kitchen dishes/pans/etc to proper storage places.
 - Empty all trash and recycling cans and properly dispose of bags in outside dumpsters. Replace all can bag liners with new ones.
 - Clean and remove any trash from all outside/entry areas of the clubhouse/GBYC grounds.
 - DO NOT place any leftover food items in the kitchen, cooler, or freezer. This is a health code violation!

**** 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 |
|-------------------|--|------|

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: | |