

CLYC Private Party/Event Inquiry

Learn more about hosting your next private party/event at the Chautauqua Lake Yacht Club

Private Party/Event Contact:

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The Chautauqua Lake Yacht Club of Lakewood, NY is available for member and member-sponsored events. For more information, please complete the form below and return.

Name: _____

Title: _____

Company: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Email: _____

Event Name/Group: _____

Phone: () -

Preferred Date/Dates of Event: _____

Alternate Dates: _____

Start Time: _____ **AM/PM** End Time: _____ **AM/PM**

Number of Attendees: _____

Event Space Requirements: _____

Budget requests: _____

Sponsor (*required for NON-members*): _____

Other Comments:

Food Details (Depending time of request, buffet may be the only option due to high volume business during regular member dinner hours):

☐ Buffet ☐ Plated ☐ Hors D'oeuvres

Special Requests (Give us some ideas and we can build a custom menu just for you):

Bar Details (check whichever one applies):

☐ Open Bar ☐ Pay as you go Bar (We do not accept cash) ☐ Member Accounts

Special Requests:

How did you hear about private events at the CLYC?

- **Please note that all parties, dinners, and events must be finalized 10 days prior to the date**

CLYC Private Party/Event Requirements

- A \$250 facilities fee is required for all private events/parties between the months of September and May. A \$500 facilities fee is required for all private events/parties between the months of June and August. These fees are refundable if the event/party is canceled with 2 weeks notice minimum. Fees are non-transferable to other services.
- No private events/parties are to be booked on holiday weekends or around holidays in general as these are our busiest times of the year for membership utilizing the club. No private events are to be booked during regattas or other such sailing events as well as club events such as the Shore Party, Christmas Party, etc.
- There is an 18% gratuity added to all private events/parties. You are more than welcome to leave the staff additional gratuity, but it is not required.
- If you need to change the date of your party, we require a minimum of 2 weeks' notice. We will do our best to find you an alternative date if your original booking date is no longer suitable.
- Small private events/parties have a capacity of 20-40 guests total and depending on scheduling may be exempt from facilities fee. Medium private events/parties have a capacity of 41-80 guests' total. Large Private events have a capacity of 81-200 guests' total.
- The cost of all parties varies with size, food options, and bar requirements. Small private events/parties start at \$500 before tax and gratuity. Medium private events/parties start at \$1000 before tax and gratuity. Large private events/parties start at \$2000 before tax and gratuity.
- Bar service/beverages are a separate entity and not included in the base rate/cost of the event/party. Bar service/beverages operate on a running tab basis. We can accommodate special requests for specific items only with 2 weeks' notice prior to the event/party.
- Small and medium events/parties can most often be booked in our upstairs dining room on days that we are open for regular business. Large events/parties require usage of the entire facility. These can be booked on days we are closed for regular business. If you wish to book on a day that the club is open, it must first be approved by the current CLYC Board of Directors.
- Please note only parties with completed bookings forms and deposits are guaranteed and are actual bookings with the CLYC. All private events/parties must be finalized no later than 10 days from the date of the event.
- All parties must be paid for in full the day of the event. We accept all major credit cards and checks. However, we do not accept cash.
- We do not permit outside food/beverages within facility for private events/parties with the exception of birthday cake, cupcakes, desserts, etc.

- Please note a **minimum of 48 hours'** notice is required to adjust your final headcount. Please note that a minimum of one week's notice is required to cancel any food orders with us. Failure to provide this notice will result in food being charged at full price.