



## **CLUBHOUSE RENTAL POLICY**

Rental of the Sequoia Yacht Club (hereinafter referred to as the Club) premises shall be governed by this policy. Exceptions may require approval by the Rental Manager, Flag Officers or Board of Directors.

### **1. Rental Types & Requirements.**

- a. Member Rental:** Rental when a Club member has a **personal event for 10 or more people for which the member will bear the entire expense** (e.g., birthday parties or weddings for a member's immediate family).
- b. Community Rental;** Rental by a **community service organization or not-for-profit** (e.g., Rotary, Kiwanis, Redwood City) for meetings or parties.
- c. Non-Member Rental:** Any event that does not fit into either the Member or Community Rental definitions (e.g., non-member weddings, meetings and parties).
- d. Senior Member Requirement.** A Senior Member of the Club must act as the sponsor and must be on the premises during the entire rental period.

- 2. Club Availability.** The Oates Room (also known as the dining or banquet room) is normally available for rental when there are no scheduled Club activities; check with the Rental Manager for availability. Rentals are restricted to the Oates Room, its deck and the adjacent Galley areas. The doors between the Lounge and the Oates Room will normally be closed. The Lounge may not be rented, although its use in conjunction with the rental of the Oates Room may be arranged at the discretion of the Vice Commodore. Club members are always welcome to use the Lounge and cannot be excluded.

- 3. Rental Requests.** Rentals must be arranged with the Rental Manager. On approval of the rental request, a Rental Contract will be prepared by the Rental Manager and sent to the renter. The contract must be completed and returned to the Rental Manager, accompanied by payment and proof of insurance, at least 30 days prior to the event date. Failure to comply may result in cancellation of the rental.

### **4. Types of Rentals and Rental Rates**

	<b>Member</b>	<b>Community</b>	<b>Non-Member</b>
<b>Oates Room &amp; Galley</b>	<b>\$300</b>	<b>\$600</b>	<b>\$1000</b>
<b>Meeting (4hr max)</b>	<b>\$50</b>	<b>\$200</b>	<b>\$200</b>
<b>Damage Deposit</b>	<b>None</b>	<b>\$200</b>	<b>\$200</b>
<b>Cleaning Fee</b>	<b>Event Specific</b>	<b>\$200</b>	<b>\$200</b>

#### **Notes:**

1. A Meeting Rental does not include any of the Club's services or supplies (other than use of the Club's coffee makers, if coffee and supplies are provided by the renter).
2. Use of the Galley must be coordinated with the Senior Club Member sponsoring the rental.
3. The Damage Deposit may be used to cover any necessary repairs, replacement of missing or damaged equipment, or any other costs incurred by the Club on behalf of the renter.

5. **Insurance.** A Member Rental will normally be covered by the Club's insurance policy. A Community or Non-Member Rental must provide a Certificate of Insurance which names Sequoia Yacht Club as an additional insured during the period of rental for \$1,000,000 of bodily injury liability and property damage. This certificate may be obtained from your insurance company. Renters are responsible for their personal items.
6. **Alcohol.**
  - a. If agreed in advance with the Rental Manager, a portable bar may be set up in the Oates Room. Beverages will be sold at regular Club prices.
  - b. Rentals involving alcohol require a Senior Member to serve as bartender. Use of the portable bar will require an additional Senior Member to be present to tend that bar. Professional bartenders may be hired by the renter, but they must be coordinated with the Rental Manager and approved by the Vice Commodore.
  - c. The bar must be used in conformity with the laws established by the State Department of Alcoholic Beverage Control applicable to the Club, including the following:
    - i. All alcoholic beverages must be purchased from the Club and consumed on Club premises; they may not be removed from the Club premises;
    - ii. Non-members are not permitted behind the bar and may not tend bar; and
    - iii. Alcoholic beverages may not be served to anyone under the age of 21, nor to the general public; only to qualified members of the rental party and members of the Club.
  - d. Renters must contact the Bar Manager for any beverage requirements or special requests.
7. **Other Obligations.** The Rental Manager is responsible for coordinating with the rental party to assure all responsibilities are understood, and obligations met, including that a Senior Member be present during the rental.
8. **Occupancy.** The occupancy of the Club may not exceed 100 persons for dining or 200 for assembly.
9. **Cancellation.** Cancellation should be made as early as practicable, and in any event five business days prior to the rental. Failure to comply may result in loss of the rental fee.
10. **Hours.** The Club closes at midnight.
11. **Staff.**
  - a. Rental Manager - [rentals@sequoiayc.com](mailto:rentals@sequoiayc.com)
  - b. Bar Manager - [bar@sequoiayc.com](mailto:bar@sequoiayc.com)