



## **CEDAR POINT YACHT CLUB**

### **RENTAL FACILITIES**

Cedar Point Yacht Club is located at the tip of Bluff Point in Westport, Connecticut, offering magnificent views of the Saugatuck River and Long Island Sound. The club's Pavilion is available for club member and non-member rental for events from the second weekend in May through the end of October. The Clubhouse Great Room can also be rented, only by members, during that same period.

#### **Pavilion**

- The open-sided structure has 3,250 sq. ft. (65' x 50') under the roof, and another 1,950 sq. ft. of uncovered apron that extends 15' beyond the structure on two sides with sofas, patio chairs, tables, and umbrellas. Up to 120 people can sit at round tables of 10 in the Pavilion, or about 180 at 8-foot rectangular tables. Canvas-and-plexiglass curtains can be lowered to protect from the elements.
- Wi-Fi is available on the property and in the pavilion.
- There are spotlights on dimmers and outlets on the four corner support posts.
- Heaters are not allowed inside the Pavilion, only exterior heaters with ducts to the inside.

#### **Clubhouse**

- The second-floor kitchen, renovated in 2021, is available to renters of the Pavilion and Great Room. It offers two warming ovens, two stoves, a commercial refrigerator (no freezer), and both cleanup and prep sinks (no dishwasher). Renters and/or their caterers must leave the kitchen clean and in the condition in which they found it.
- The Clubhouse parking lot has space for 75 vehicles, and the nearby basin lot holds up to 60. Some on-street parking is available by prior arrangement with the club manager. (Note: CPYC members also use these lots; if you expect a large crowd it's best to set up a shuttle.)
- Members have the right to use the Parking lot, Clubhouse, grills, kitchen and to access their liquor lockers on the second floor while rental events are happening in the Pavilion or Clubhouse. We expect courtesy from both members and guests.
- Rest rooms are located on the first floor of the Clubhouse.

#### **1. WHO MAY REQUEST FACILITY USE**

Any member in good standing may request permission to use the facilities and may sponsor a non-member guest to rent the facilities.

A non-member must have a sponsor who is a member in good standing. The sponsor vouches for the non-member and is responsible for unpaid fees and for ensuring that guests and vendors adhere to club rules.

#### **2. CPYC HOURS OF OPERATION**

Facility rentals are allowed only within the club's normal hours of operation and may not conflict with scheduled club events, such as regattas, picnics, etc.

## HOURS OF OPERATION

**Commissioning to the Friday before Memorial Day:** 0900-1800

**Memorial Day Weekend to Labor Day Weekend:**

Sunday, Monday, Tuesday, Thursday, Friday - 0830-2200

Wednesday and Saturday - 0830 - 2300

**September:** Labor Day to end of September 0900-2000 except for scheduled events

**October:** 0900-1800

### **3. FACILITY REQUEST PROCESS**

- a. Member/Guest contacts the CPYC Secretary or emails [facilities@cedarpointyc.org](mailto:facilities@cedarpointyc.org), specifying the requested date, time, purpose, and size of event, along with any special requirements.
- b. The Secretary reviews the request to ensure there are no conflicts with CPYC's calendar of club events and normal hours of operation and will reply by email with approval or denial.
- c. Upon approval, the requesting member/guest works with the Secretary on base price and any extras, which will be listed in the Fee Schedule provided to the potential renter. The Secretary maintains a list of recommended caterers, rental companies and information on liability insurance that can be shared with prospective renters.
- d. The member/guest fills out and signs the Facility Rental Agreement and Waiver and returns them to CPYC along with a check for the entire fee and security deposit (if under \$1,000) or at least 50% of the total fee (if \$1,000 or over) and security deposit. The balance of the fees are due no less than two weeks before your event. For more than 50 guests, a certificate of liability insurance in the amount of \$2,000,000 also is required. One source is The Event Helper, <https://www.theeventhelper.com> 855-493-8368.
- e. The renter and/or event coordinator and caterer meets with the Club Manager no less than two weeks prior to the Event to discuss all details, and to provide the names and contact information for the caterer, event planner and tent company (if relevant), arrival and departure times of guests, caterer, etc. All events must designate a coordinator to serve as the primary contact for the Club Manager.

The Club Manager must approve all party plans, including the timing and location of deliveries for the event, and of the event setup and tear-down, as well as the use of club resources and equipment.

### **3. FEE AND PAYMENT**

The facility fees and additional charges are set forth in the Facility Rental Agreement, along with payment schedule. The fee schedule will be shared with the member or guest renter by the Secretary.

### **4. MISCELLANEOUS**

- You must leave the kitchen clean and in the condition in which you found it and ensure that your caterer, if you use one, does the same. Encourage caterers to inspect the kitchen prior to events to familiarize themselves with the facility and appliances, and to discuss any additional needs.
- Use of tents must be approved in advance by the Club Manager. Before beginning work, tent companies must provide proof of workers' compensation insurance and of liability insurance in an amount not less than \$2,000,000.

- No decorations or wind barriers may be installed in upstairs facilities or pavilion without prior approval of the Club Manager. Nails or other holes, staples and tape are not permitted in the CPYC house structure or pavilion.
- Balloons are not recommended.
- Club rules prohibit smoking in the pavilion or on the cement pad around it. Per state law, smoking is prohibited in and within 25 feet of any club buildings.
- This is a residential neighborhood with many children and neighbors walking dogs or just strolling. Please observe the 15-mph speed limit and stop signs and ensure that your guests do as well.
- Glass containers are not allowed on the beach or in the playground.
- A staff member will set up and put away at the end of the night club owned tables and chairs, deliver ice at \$3/bag, empty trash and recyclables, and raise or lower curtains if necessary. Staff may be scheduled ahead of time to assist caterer/renter at \$50/staff/hour.

#### **5. DELIVERY AND REMOVAL OF ITEMS**

Cedar Point is a busy place with a full calendar of member events in addition to rentals.

Rentals, flowers, supplies may be delivered the day of the event and must be removed by noon the day after the event. Caterers and other vendors may load and unload in the circle on the east side of the Clubhouse.

Additional charges will be billed for our staff to move items left after an event that in the sole judgment of the Club Manager impede use of club facilities by members or other renters. Tents must be removed no later than the first business day following the event.

#### **6. LIQUOR**

CPYC House Rule forbid consumption of alcoholic beverages by minors. Under no circumstances may liquor be sold on CPYC premises.

Renters are responsible for preventing intoxicated guests from driving or otherwise endangering themselves or others.

#### **7. SOUND CONTROL**

Speakers/amplifiers should be confined to inside the pavilion or inside a tent, if used (with approval of the club manager). Sound is expected to be kept at a level that will not disturb neighbors. Musicians must provide their own equipment including power strips and extension cords. Music and amplified noise are not permitted past 10 PM, in accordance with the Town of Westport noise ordinance.

Questions should be directed to the manager or the secretary

Alicia Martorella-Poole, Club Manager at [clubmanager@cedarpointyc.org](mailto:clubmanager@cedarpointyc.org)

Laurie Iffland, Secretary at [facilities@cedarpointyc.org](mailto:facilities@cedarpointyc.org)