

# Hawaii Yacht Club Party Request Form 2016

Ph: 949-4622 x1, Fax: 943-1441, office@hawaiiyachtclub.org

Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

Membership & number: \_\_\_\_\_

Day & Date of Party: \_\_\_\_\_

Entertainment? Yes or No (VC must approve) \_\_\_\_\_

Reason for party: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Set Up time	From		AM/PM	To		AM/PM			
Event time	From		AM/PM	To		AM/PM			
Locations \$100 each	L Galley	U Galley	P Deck	S Lawn	F Lawn	Dock	U Bar	L Bar	

Additional Needs	Cost ea.	QTY	Total Cost					
Room Rental @area	\$ 100.00		\$ -	TV	\$ 20.00		\$ -	
BBQ	\$ 50.00		\$ -	PA	\$ 25.00		\$ -	
Board Room	\$ 50.00		\$ -	Tents ea	\$ 25.00		\$ -	
Table cloths	\$5.00		\$ -	Dance FL	\$ 30.00		\$ -	
Napkins	\$1.00		\$ -	Total Due			\$ -	

**Bar Regulations**

A. Bartender \$50/hour minimum sales requirements. Minimum three hours. May not exceed normal bar hours.

B. You may NOT bring in your own alcoholic beverages of any kind, except for wine, requiring a \$10 corking fee.

C. Members 20% discount for credit card payment and Bar Chips does not apply to Private Parties

D. Bar and gratuities are the responsibility of the member host. Guests may not tender payment to the bar.

**Food Guidelines: Party reservations at least 2 weeks in advance for catering to HYC Chef concessionaire**

A. Cleanup will be the responsibility of the Host & members. The cleaning deposit is not intended to replace your cleaning responsibilities. Trash is to be emptied into the dumpsters outside our gates.

B. Rental tables, chairs and tents will be the Host responsibility to order and pay for to the vendor.

C. All professional catering must be done through the Hawaii Yacht Club concessionaire: \_\_\_\_\_

**No outside commercial catering is allowed without approval of the Commodore.**

Deposit must be provided in advance by credit card or by check. Make two checks payable to HYC. One for the event total and a second for the refundable \$50 cleaning deposit upon satisfactory inspection.

I will abide by the standing rules and will be responsible for the conduct of my guests. I will not cause any expense to be incurred by the HYC (except liquor costs and wages). I will, upon completion of the event, pay the bartender in full for the bar tab and any outstanding incidentals noted on the contract. I understand it is my responsibility to maintain a GUEST LOG and turn this into the Bartender at closing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice Commodore \_\_\_\_\_ Date \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Visa M/C Amex