

Hawaii Yacht Club Party Request Form

Date: _____

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

Member Name: _____

Member Number: _____

Day & Date of Party: _____

Entertainment? Yes or No (VC must approve) _____

Reason for party: _____

Number of Guest: _____

Phone Number: _____

E-mail: _____

Set Up time	From	_____	AM/PM
Event time	From	_____	AM/PM

To	_____	AM/PM
To	_____	AM/PM

Locations:	L Galley	U Galley	\$200@	F Lawn	\$150	L Bar
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Additional Needs	Cost ea.	QTY	Total Cost
Room Rental	\$ 200.00		\$ -
BBQ (Gas)	\$ 50.00		\$ -
Table cloths	\$10.00		\$ -
Napkins	\$3.00		\$ -
TV	\$ 20.00		\$ -
PA	\$ 30.00		\$ -
Tents ea	\$ 50.00		\$ -
Total Due			\$ -

Bar Regulations

A. Bartender \$150 Minimum. You may NOT bring in your own alcoholic beverages of any kind

B. Bar Chips and discounts does not apply during an event/party.

C. 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 Galley Chef

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. Extra rental tables, chairs will be the Host responsibility to order and pay the vendor they are working with.

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

No outside commerical catering is allowed without approval from the Galley Chef

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