

The CLUB @ THE BOATYARD

3117 Harborview Drive Gig Harbor, WA 98335

(253) 858-3535

Lessee/Sponsor Info:	Date of Event _____
Type of Event _____	
Name _____	
Address _____	
City _____	State _____ Zip _____
Phone _____	
Email _____	

Club Rental

Academy Rental

Rates:

Club Rental: \$1,950 Full Day OR 400/HR 3HR Min **TOTAL \$** _____

Academy Rental: \$400 Full Day OR 100/HR 3HR Min **TOTAL \$** _____

Add On Rental Items (from page 2) **TOTAL \$** _____

Promotional Discount **TOTAL \$** _____

Reservation Fee (Nonrefundable): \$300 (to be applied to cost of rental) \$ _____

Balance Due (Due 30 days prior to event) \$ _____

The return of this executed agreement along with your nonrefundable reservation fee of \$300 (to be applied to the cost of rental) and a cleaning fee (only refunded if you cancel your event and provided 48 hour notice otherwise cleaning deposit will be forfeited) for your event date to be secured. All other fees will be due 30 days prior to your event date. Failure to submit the balance on time will result in the forfeiture of your reservation and deposits. **Member Initial** _____ **Sponsored Entity** _____

ADD-ON Rental Items

When you rent the Club your rental includes the use of our tables and chairs, we have the ability to seat up to 100 people.

When you rent the Academy your rental includes the use of our tables and chairs, we have the ability to seat _ people.

If you would like to add-on additional items we have for your use please select which items you would like to be included with your rental. All of these items require an additional fee which will be included into your total rental price.

Item/ Quantity Available		Cost Per Item (EA)	Quantity	Additional Cost
Speaker*	2	\$50		
Microphone *	2	\$5		
Raw Bar Boat	1	\$100		
Boat Arbor	1	\$100		
Cocktail Tables	10	\$10		
Bartender **	2	\$150(4 HRS) +\$25 per additional hour		
Event Attendant	2	\$150 (up to 10 hrs)		
Pipe and Drape	24'	\$150		
Grill	2	\$25		
Banquet Table Linens	6	\$10		
Cocktail Table Linens	10	\$10		
120" Round Linens	10	\$15		
Large TV*	1	\$50		
Small TV*	1	\$40		
Nautical Center Pieces	20	\$5		
Bridal Suite	1	Contact Management		
Grooms Room	1	Contact Management		
Suite Dreams	1	Contact Management		
The Eagle	1	Contact Management		

*Includes setup and breakdown

**For parties of 75 or more we recommend 2 bartenders

Member Rental Agreement and Policies

The Club @ the Boatyard is a private, member-based facility and require that a member sponsors all private events. Members may sponsor extended family, friends or organizations that are not Club members and these persons or entities may hold events at The Club @ the Boatyard, in accordance with Club policies and regulations. A member, acting as a sponsor, may not pass their membership privileges to the sponsored person or entity. Sponsoring members must be in attendance during the entire function and are responsible for the actions of all guests attending. The Club is available to rent from 9:00am-11:00pm, all children under the age of 18 must be supervised at all times.

Member Initial _____ **Sponsored Entity** _____

In order to comply with The Washington State Liquor Control Board Members must provide the following information for rental of the facility for non-member sponsored events.

Member Name _____

Date/ Time of Event _____

Location _____

Name of Sponsor(s) _____

Description and Purpose of Event _____

Policies

Food and Beverage

We do not require you to use preferred vendors, if you would like a list of Vendors we have worked with, we will happily provided you with a list we know will make your event great.

We do allow you the use of our commissary on the day of your event. This included the use of our staging area and a minimum of one table, 3 compartment sink and a portion of one of our refrigerators. Sorry we do not provide onsite ovens or stoves for cooking or hot holding of any kind.

Member Initial _____ **Sponsored Entity** _____

Alcohol

Will there be alcohol at this event? YES NO

If yes please read the following guidelines:

The Washington State Liquor Control Board regulates the sales and service of alcoholic beverages. A Banquet Permit is required and must be posted before the event starts. You will also be required to provide a copy of the permit to the Club 3 days prior to your event on _____ (date), along with this you will need to provide a list of all people who have been invited to this event (This can be done in person with hard copies or via email). To find the application go online at <https://lcb.wa.gov/licensing/online-banquet-permit>

Liquor service will be strictly enforced.

1. You are required to have a certified bartender on sight if alcohol is to be provided. This person must follow all Washington State serving regulations.
2. No one may carry any alcoholic beverages from The Club @ the Boatyard into the surrounding parks or parking lots. There is absolutely **NO** alcohol outside of the Club area.
3. Guests refusing to follow Club policies will be asked to leave, or may cause the termination of liquor service during the function.

Member Initial _____ **Sponsored Entity** _____

Parking

We do not provide onsite parking. It is the Member and Sponsor's responsibility to inform all guests that there is no parking at the event venue, they will need to find street parking. We only provide parking to those that have our required parking pass, all other will be towed at the owner's expense. All events will be provided a parking attendant to ensure all parking rules are followed. We do provide temporary parking passes to those that rent the Club, you will receive one permit per venue you rent (i.e.: Club rental and bridal suite rental will give you 2 passes as you rented 2 facilities) the use of these passes can be used on your own discretion, these will be the only vehicles permitted to park onsite. Please ensure your vendors are aware of this policy as well. We do allow you to use the parking lot to load and unload but please ensure you do not block the fire lane, drive way or other parked cars. It is your responsibility as the lessee that all of your guests are aware of this policy as it is strictly enforced.

Member Initial _____ **Sponsored Entity** _____

Use of Skansie Brother Park

Please be advised that if you are interested in using this area you must follow all park regulations. These can be found at <http://www.cityofgigharbor.net/skansie-brothers-park/> or the back of this contract. If you have any questions please call Katrina Knutson at the City of Gig Harbor Parks Project Administrator Phone: 253-853-8253. You will also be held responsible for the following:

1. It is the responsibly of the Member/ Sponsor to ensure the park has no other conflicting events on your selected date.
2. The Club @ the Boatyard is not responsible for the setup, clean up, or use of this area. As it is not part of our facility we will not be held responsible for any lost, stolen, or left items.
3. Should your use of the park result in any damages The Club @ the Boatyard will not be held liable for any fees or damages. We will direct all concerns of damages or any other information to the Member/ Sponsor of this event.

Member Initial _____ **Sponsored Entity** _____

Deliveries

Please do not have items delivered before your scheduled rental period, i.e. floral displays, table decoration, cake, etc.

Member Initial _____ **Sponsored Entity** _____

Non-Exclusive Right

The Member/ Sponsor agrees to not interfere in any way the ordinary use by others of any portion of the building or grounds not expressly covered in this agreement. Lessee agrees that during the term on this agreement, other events may be held and joint use may be made in those parts of the Gig Harbor Marina and Boatyard not herein by the lessee.

Member Initial _____ **Sponsored Entity** _____

Marina and Boatyard Policies

This is the fully operational Marina and Boatyard please be aware of your surroundings and ensure that you do not interfere with their operations. All Lessee and their guests are responsible for agreeing to follow all Marina and Boatyard policies (these are posted in the shadow box located in the Club). Please ensure that you do not climb on, move or operate any of the marina machinery or boats within the boatyard.

Member Initial _____ **Sponsored Entity** _____

Environmental Safety

For the safety of the environment and animals around us we DO NOT allow the use of rice, bird seed, loose confetti or glitter.

Member Initial _____ **Sponsored Entity** _____

Smoking

We are a nonsmoking facility. This means smoking is not permitted anywhere on the property. Cigarette butts must be disposed of in the designated receptacles.

Member Initial _____ **Sponsored Entity** _____

Hospitality Insurance Yes / No

For your safety and for that of our venue we do require you to purchase event insurance. This policy must be for one million dollars and have us named on the policy. This can be purchased through www.theeventhelper.com or you can check with your homeowners insurance as some companies offer this with your current policy.

Member Initial _____ **Sponsored Entity** _____

Setup and Clean up

Upon rental of The Club @ the Boatyard we do not provide set up for your event. Please ensure you plan for your event to be set up the day of (you may be onsite as early as 9am) and all setup and décor removed from the venue by 11pm. A \$250.00 cleaning fee will be charged to the credit card on file if the checklist below is not completed. Per city code all loud music must end by 10:00 pm, you will have until 11pm to vacate the premises. Please refer to the City of Gig Harbors city noise ordinance which is on the back of this contract.

Clean up will include:

1. Clean up the kitchen commissary (See Commissary Checklist)
2. Clean up the Club (See Club Checklist)
3. Any left-over food or beverage must be discarded or removed
4. Remove any and all garbage
5. Wipe down **ALL** tables and bar

Member Initial _____ **Sponsored Entity** _____

Upon rental of the Academy we do not provide set up for your event. Please ensure you plan for your event to be set up the day of (you maybe onsite as early as 9am) and all setup and décor removed from the venue by 11pm. A \$250.00 cleaning fee will be charged to the credit card on file if the checklist below is not completed. Per city code all loud music must end by 10:00 pm, you will have until 11pm to vacate the premises.

Clean up will include:

1. Clean up of the Academy (Grooms Room) (See Academy Checklist)
2. Any left-over food or beverage must be discarded or removed
3. Remove any and all garbage
4. Wipe down **ALL** tables

Member Initial _____ **Sponsored Entity** _____

Release of Liability

Indemnity: Lessee hereby agrees to indemnify, hold harmless, and defend lessor from and against any and all suits, claims, actions, losses, cost penalties, and damages of whatsoever to the lessee's use or occupancy of The Club @ the Boatyard, or any activities within the Club premises.

Member Initial _____ **Sponsored Entity** _____

Signature: _____

By signing above you agree to all rental terms and policies set forth above. By initialing each of these terms means you acknowledge that you have read and agreed to all of the terms stated in this agreement.

Credit Card Authorization Form

Name: _____

Address: _____

City: _____ State: _____

Zip: _____

Credit Card Number: _____

Expiration Date: ____/____

CVV Code (3 digits on back of card) _____

Signature _____

Signing above authorizes The Harbor Marina, LLC to run your credit card to pay for your rental.