

Private Party Rules and Regulations

Intended Use:

The Port Washington Yacht Club (PWYC) may be reserved by any PWYC member in good standing for the purpose of hosting a private party event within the following criteria:

- The club is not available for non-member functions or for rental by the public. It shall not be used as a banquet facility for non-member(s).
- The party can not interfere with normal club functions, activities, and operations.
- Any event with more than 7 non-members per member constitutes a rental.
- No admission fee or charge of any kind may be levied to the guests of a private party.
- The club cannot be used for any commercial activity or be open to the public; nor can the party be publicly advertised.

The Board has final authority in approving club rentals. Exceptions may be possible on a case-by-case basis.

Maximum Attendance and Member Responsibility:

- Private party attendance shall not exceed 99 persons.
- The applicant or another member must be present at all times, including any preparation or set up and breakdown.
- No keys or codes may be given to any non-member, including vendors to gain access to the club.

Club Use Charge: The cost for private party use is included on the Port Washington Yacht Club Private Party Request application.

A private party request can only be approved by the Port Washington Yacht Club Board of Directors (BOD). The BOD is not limited in consideration of any party, but will consider the presented facts, at least partly based on the following:

1. Membership standing and length (**one year minimum**)
2. The number of parties already scheduled, especially during the boating season, so as to not deny regular use and access to all members
3. Day and time of party to cause a minimal interruption of club activities
4. Number of guests
5. Ratio of members to guests attending
6. Reason for the party
7. Bar usage
8. Completeness of the request as submitted
9. Percentage of approved parties in consideration of maintaining the Club's not-for-profit status
10. That the party does not encompass the physical areas outside the club grounds without the permission and required permits from the City of Port Washington

Private Party Approval Process:

1. Completely read the Private Party Rules and Regulations, and Private Party Request.
2. Complete and submit the Party Request form and the applicable fee. Be sure to provide all the information requested, as an incomplete form may result in delayed approval or cause the request to be rejected.
3. The request must be submitted to the BOD far enough in advance of the planned date to allow for review at the next BOD meeting, generally the **2nd Friday of each month** (except December). In case of emergency, such as a funeral, where this timing is not possible, contact the Rear Commodore for assistance.
4. The BOD will review your request at the next BOD meeting after submission.
5. If the BOD approves your request, you will be notified by the Rear Commodore immediately after the BOD meeting. If not, you will be refunded the party cost.
6. The Rear Commodore and Bar Manager will contact you to work out any details for your party.

Bar and Beverages:

1. Only licensed bartenders approved by the Bar Manager may be used to serve alcoholic beverages.
2. Applicant must pay \$12.00 per hour for each hour of bartender service, with a four-hour minimum, in addition to the bar usage fee of \$35.00.
3. Parties with more than fifty (50) persons must use an additional bartender, for a three-hour minimum.
4. Specialty beverage requests must be confirmed with the Bar Manager fourteen (14) days in advance. Specialty beverages will be served at PWYC cost plus 50% plus tax.
5. **No** alcoholic beverages shall be brought on to or taken from the clubhouse premises by the applicant or guests.
6. All beverages served from the bar must be paid by the applicant only using the "Party Price List".
7. All bartending fees, beverage charges, sales tax and gratuity shall be paid at the conclusion of the event by the applicant only.
8. No alcoholic beverages are permitted outside the club, except for the patio area. Please inform and monitor your guests, as a breach of this state law could result in the loss of the club's liquor license.

Outside Services:

Not less than one week prior to the private party, an applicant wishing to use an outside vendor shall direct the vendor to provide evidence that the vendor is insured with such insurance as may be necessary to protect and save the club harmless against claims by anyone caused by the outside vendor or its employees.

Condition of Premises:

1. Any problems or concerns about the condition of the club before your party should be reported to the Rear Commodore before your party begins.
2. The club use charge includes cleaning, but reasonable care is expected of the applicant and guests, and furniture that is moved is expected to be returned to its starting location.
3. Any repairs, maintenance, or unusual cleaning required as a result of the applicant's use will be charged to the applicant and shall be paid within five (5) days following receipt of invoice.
4. Any charges or invoice to an applicant that are not paid when due shall bear interest at 12% per annum until paid. Any costs of collection, including reasonable attorney's fees, shall be paid by the applicant.
5. Any party supplies, including food, decorations, or other consumables, are not to be brought into the club more than 24 hours ahead of the party date. All decorations must be removed immediately after the party, as they can cause a false alarm resulting in a \$100 fine. Leftover food and other supplies must also be removed after the party.
6. No decorations or any material can be attached to any window or ceiling surface of the club building. Only free standing floor and table decorations will be allowed. No open flames are allowed. Burgees, club decorations and furnishings may not be removed or repositioned and no decorations may be affixed to existing club decorations. No event may include confetti, glitter, rice or birdseed either inside the building or on club grounds.
7. At no time shall interior/exterior doors, emergency exits, and fire extinguishers be obstructed or blocked.

Restrictions on Use:

1. Furniture shall not be removed from the building.
2. Disposable utensils, plates, napkins, and the like are maintained for the club and may not be used.
3. Tents and awnings that are PWYC property may not be used.
4. No applicant or guest shall violate any federal, state, or municipal law or ordinance.
5. The BOD may specify additional conditions or restrict or limit the use of the premises for particular events.

Cancellations:

Cancellations may be made up to 30 days prior to the scheduled event for a full refund of the rental fee. For cancellations made less than 30 days prior to the scheduled event the rental fee will be forfeited.

Port Washington Yacht Club Private Party Request

Qualifications and Attendance Requirement: The applicant must be a member of the Port Washington Yacht Club in good standing. The applicant must be present during the entire private party to supervise guests. A club member must also be present to supervise any vendors being used, before or after the party. If any part of a private party is scheduled past 6:00pm on a Saturday in season (April 1st - Oct 31st), the cost is \$400.00. Only one Saturday evening per month in season may be reserved for a private event to be approved by the board on a first come basis. No Private Parties are allowed on Friday evenings during the season (April 1st - Oct 31st).

Application: This application and a check made payable to the Port Washington Yacht Club, per the amount listed below and in the Private Party Rules and Regulations, must be submitted to the Club for Board of Directors approval prior to the date of the planned private party. Board meetings are held on the second Friday of each month except December. If the request is denied the application fee will be refunded.

Applicant: _____ Telephone #: _____

Address: _____

Mobile Phone: _____ E-Mail: _____

Date Requested: _____

Preparation Time: _____ to _____ Party Time: _____ to _____ Cleanup Time: _____ to _____

Club to be left in the condition it was found. Private parties are not to attach anything to the ceiling and all tape used must be removed.

Number of Members Attending (Est): _____ Number of Non-Members Attending: _____ Total Attending: _____

The cost for private party use is determined as follows: ☐ 50 people max: \$50.00 ☐ 51- 99 people: \$85.00

Bar Requested? ☐ Yes ☐ No Time: _____ to _____ Bar usage fee \$35.00 (does not include bartender's fee – see below)

Bartender to be paid directly by person having party. Bartender to be paid \$12 per hour plus appropriate tips commensurate with bar service

Please list the name and address of any outside services:

Catering: _____

Band: _____

Other: _____

Describe Function in Detail: _____

Private party fee: _____

Bar usage fee: _____

Total Fee: _____

Rights: The Club reserves the right to accept or reject any application, and to limit or restrict the use of the facility. After application approval the applicant has the exclusive right to the clubhouse facility for the hours designated provided the applicant and guests use the facility in a lawful and orderly manner in accordance with Club rules. In the event of a violation of any laws, ordinances or Club rules and regulations, the Club or Club representative may cancel continued use of the facility. The Club may charge the applicant for any repairs, maintenance or cleaning required due to applicant's use of the premises.

The undersigned applicant confirms that this application was fully read, including the Private Party Rules and Regulations, and that if the application is approved, the applicant will accept the responsibility for the Club facility during the event and will insure full compliance with Club rules, regulations and policies.

Date: _____ Signed: _____

**Mail this Party Request with a check in the appropriate amount to:
Also please email a copy to rearcommadore@pwywci.com**

**Port Washington Yacht Club
P.O. Box 101
Port Washington, WI 53074**

Date received by PWYC: _____ Check # received: _____