



2009 - HALF MOON BAY YACHT CLUB RESERVATION FORM

EVENT HOST CONTACT INFORMATION

NAME		TODAY'S DATE
ADDRESS		DAY/MONTH/YEAR
HOME PHONE ()	WORK PHONE ()	
E-MAIL ADDRESS		
ARE YOU A MEMBER OF HMBYC?		Yes _____ No _____
AS A MEMBER, I AM CURRENT WITH MY DUES.		Yes _____ No _____

EVENT DETAILS

TYPE OF EVENT (PARTY, MEETING):		EVENT DATE
EVENT TIME:		
SET-UP: I will need access to the Clubhouse _____ hour(s) in advance of my event.		
NUMBER OF GUESTS:		
ADULTS	KIDS	TOTAL
CATERER NEEDED:		Yes _____ No _____
CATERER NAME	CATERER PHONE ()	
BARTENDER REQUIRED*:		Yes _____ No _____
*BARTENDER REQUIRED FOR EVENTS ATTENDED BY 30 OR MORE ADULT GUESTS		

EVENT FEES: (PAYABLE IN ADVANCE)

ITEM - CLUB USE FOR MEMBERS ONLY	RATE	ENTER AMOUNT OWED
CLUB USE- LESS THAN 10 PEOPLE	\$0***	
CLUB USE- FRI, SAT, SUN (GLASS LANAI & PICNIC AREA)	\$100*	
CLUB USE- MON-THUR, 50PPL OR LESS (ORIGINAL CLUBHOUSE)	\$50*	
CLUB USE- MON-THUR, MORE THAN 50PPL (ORIGINAL CLUBHOUSE)	\$100*	
CLUB USE (NEW CLUBHOUSE BUILDING)	\$480*	
CLUB USE- MON-THUR, (NEW CLUBHOUSE BUILDING)	\$380*	
BARTENDER	\$100 MIN**	
CATERER:	INQUIRE	
	TOTAL*	

*PAYABLE IN ADVANCE

** BARTENDER FEES ARE \$100 FOR THE FIRST 5 HOURS AND \$20 PER HOUR THEREAFTER.

*** EVENTS WITH LESS THAN 10PPL ARE NOT ASSESSED A FEE, MAY VARY PENDING USE ACTIVITY

**** INQUIRE: NEW BUILDING FEE WILL BE FINALIZED ON OR BEFORE APRIL 14, 2009. DATES CAN BE RESERVED.

NOTE: LARGE GROUPS MAY INCUR ADDITIONAL CLUB USE FEES

FEE AND PAYMENT POLICY:

ALL FEES ARE DUE 30 DAYS IN ADVANCE OF EVENT and MUST BE SUBMITTED WITH THIS SIGNED ORIGINAL FORM TO: Half Moon Bay Yacht Club, Attn. Club Use, P.O. Box 52, El Granada, CA 94018.

REFUND POLICY:

HMBYC will refund 50% of the paid fees if event is canceled within 30 days of the scheduled event date.

PLEASE, READ AND SIGN PAGE 2 OF THIS FORM

Revised: 3/12/2009



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ALCOHOLIC BEVERAGE POLICY

Alcoholic beverage Policy is governed by the Alcohol Beverage Commission (ABC) which requires: **All alcoholic beverages must be purchased and consumed at the Club. No alcoholic beverages can be brought onto HMBYC property. The host is responsible for ensuring that no one under 21 years of age is served alcoholic beverages nor is allowed to sit at or be behind the bar.**

All guests wear a club nametag, and either sign the club's guestbook or appear on the host's submitted guest list.

CLUB USE AGREEMENT

I am responsible for the behavior of my guests. HMBYC has a zero-tolerance policy against illegal drugs, inappropriate conduct and violence. The bartender and Watch Officer may exercise their option to refuse service to anyone or request someone to leave the premises at their discretion. Anyone who looks under 25 years of age can be asked to present a valid ID as proof of age.

I am having more than 30 adult guests and I have already arranged the bartender with the Event Coordinator. Yes ___ No ___

I need catering service and I have already arranged for this with the Event Coordinator. Yes ___ No ___

I have hired a live band for my event. Yes ___ No ___

I will be present at the club while any of my guests are present. Yes ___ No ___

I understand that current Club members and their guests have access to the Clubhouse at any time. Yes ___ No ___

I understand that no fundraising events of any type are allowed on Club property. Yes ___ No ___

I am responsible for leaving the Clubhouse clean, including the kitchen, bar area, sweeping the inside floors, deck area and emptying all garbage and bottles into the Club's dumpster and recycling bins.

I have read and agreed to the above: _____ Date _____
Host's initials/signature

email this completed form to: HMBYC Scheduler (calendar@hmbyc.org)