

## CLUB USE REQUEST FORM

Half Moon Bay Yacht Club

Thank you for your interest in renting the Half Moon Bay Yacht Club. To help us prepare for your event, we need to learn about your plans and needs. Please take a few minutes to complete this form and submit it to the Club by mailing it to Rentals, HMBYC, P.O. Box 52, El Granada CA 94018. A deposit equivalent to the rental fee shown below must accompany the form. Club will refund 50% of fees if cancellation is 15 days before event. Soon after we receive your completed Form and deposit, you will be contacted by our Rental Manager who will confirm your date and set a pre-event meeting at the Club.

Name of Event Organizer \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Is the event organizer a member of the Half Moon Bay Yacht Club?  ...Yes  No

Please check the type of event you are planning:

Daytime Business Conference  Afternoon Reception  Evening Party  Other (Please describe below)

What is the date and time of your event? Date \_\_\_\_\_ Start time \_\_\_\_\_ End Time \_\_\_\_\_

How many people do you expect at your event? \_\_\_\_\_ Adults (21 & over) \_\_\_\_\_ Teens (15-20) \_\_\_\_\_ Children (under 15)

Will you be serving food?  ...Yes  No

Along with the food, will you be serving beverages?  Alcoholic  Non-alcoholic  Both  
(Only alcoholic beverages provided by the Club can be served or consumed. No outside alcoholic beverages are allowed on premises)

What are your audio-visual needs?  <sup>d</sup>/<sub>e</sub> Speaker sound system  Live Music  Special lighting

### Club Rental Rates

	Members	Non-Members
Events Center	\$200	\$750
Lanai*	\$100	\$250
Picnic Area*	\$100	\$200
Cleaning Costs**	\$100	\$200
Bartender***	\$100	\$150
Diswasher	\$60	\$100

\* No charge to Club members for Lanai or Picnic Area for groups of 10 or less

\*\* Club members may opt to clean up themselves to avoid cleaning fee

\*\*\*Bartender and separate bar are mandatory for groups over 30

Fees for cleaning, bartender and dishwasher are based on 4-hour event

**Services:** Cleaning and Bartender services are provided exclusively by the Club. Outside clean-up or bartenders are not allowed except that members may opt to clean up themselves, thereby avoiding cleaning costs.

**Beverage Charges:** All beverages are on a cash basis. No credit cards or checks are accepted. Event hosts may set up an account for beverage purchases. In such cases, beverage purchases will be accounted for and billed to the event host and/or sponsor.