

DMYC FACILITY RENTALS
General Information

BALLROOM

Ballroom Rental Fees

There are four different types of rentals for the ballroom. Prices also vary depending on day of the week the Ballroom is rented:

Friday & Saturday Rental:

CATEGORY	RENTAL FEE	DOWN PAYMENT	CLEANING FEE	DAMAGE DEPOSIT
Member Only	\$150	*\$150	**\$325	+\$250
Mbr/Imm Family	\$450	*\$150	**\$325	+\$250
Mbr/Relatives/ Other	\$1200	*\$300	*\$325	+\$250
Comm. Relations	\$250	\$150	**\$325	+\$250
Prior Night Set Up	\$200	-0-	-0-	-0-

Sunday through Thursday Rentals:

CATEGORY	RENTAL FEE	DOWN PAYMENT	CLEANING FEE	DAMAGE DEPOSIT
Member Only	\$150	*\$100	**\$325	+\$250
Mbr/Imm Family	\$300	*\$100	**\$325	+\$250
Mbr/Relatives/ Other	\$900	*\$300	*\$325	+\$250
Comm. Relations	\$150	\$100	**\$325	+\$250
Prior Night Set Up	\$150	-0-	-0-	-0-

In addition to the facility rental fees stated, the member must also pay the following (included in the prices in parenthesis above):

\$325 - Cleaning fee

\$250 - Refundable damage deposit

Optional Fees

\$200 - Event Set up fee the day prior Friday/Saturday rentals

\$150 - Event set up fee the day prior Sunday through Thursday rentals

Rentals During Cruise Weekends

Please note that when the club has a Cruise weekend, parking can be extremely limited within the grounds of the Club.

Hold Date/Deposit

A deposit is due at the time of signing the contract to hold the date. The amount is based on the type of rental your event qualifies for. No date will be held until the hold date deposit is paid and the contract is signed. The hold date/deposit is non-refundable - if you cancel the event, the Club will retain the hold date deposit funds. The hold date deposit will go toward the final amount due.

Payment by the Member

All fees must be paid in full by the Member, even if a sponsored event, 10 days prior to the event. The Member is ultimately responsible for the rental, regardless of rental status (member renting or event sponsored by member).

Dock, Lounge Areas

Ballroom rentals do not include access to the dock, or private usage of the Lounge, which remains open to all members at any given time. Lounge reservations may be made under a separate contract. Lounge reservations are for members only, no cost & are considered semi-private reservations. As per our DMYC by-laws, the Lounge will be open to all DMYC members to enjoy at all times.

Sponsoring Member Presence

Sponsoring Member must be present for the event, the event set up and clean up, as well as any deliveries made on behalf of the event due to liability issues.

Included Items

Included in the rental are tables and chairs for inside the Ballroom as well as kitchen usage. Any other items (dishes, utensils, chairs and tables for outside, linens, projectors, microphones or PA systems, tents, etc) are the responsibility of the renter. Members must be present for delivery and set up of all such items.

Event rental time frame

The ballroom is considered rented the day of the event until noon the next day (for clean up). Unless otherwise agreed to in the contract, ballroom hours are 10am to 10pm, with the ballroom locked by 11pm.

Event set up the day prior

For an additional cost (\$150 or \$200, depending on the day of the week), the ballroom can be rented for pre-event set up.

Gate Access

The Member is responsible to man the gate by Anthony's, as well as the main gate after 8pm, due to security reasons. The Anthony's gate cannot be left open unattended. The main parking gate is closed at 8pm for security reasons. The Anthony's lot is not available for event parking.

Banquet Permit Required - Alcohol use

Be sure to get a banquet permit if serving alcohol at Rental Events: <https://lcb.wa.gov/licensing/banquet-permits>.

Tables

There are 25 - 5' rounds and 8 - longs (8' by 2.5')

Linens

As a courtesy, you may order linens from Aramark at our discounted price. Any orders must be placed two weeks prior to the event. A drop off and a pick up date must be included in the offer.

Tablecloths come in black or white. Round are not available so we use 85" X 85" squares at \$9 each, plus tax.

Long tablecloths for food tables - 52" X 114" at \$10.00 each, plus tax.

Napkins come in a variety of colors - .60 cents each, plus tax.

Checks must be made payable to DMYC and given with linen order.

As an alternative, several vendors can be found online where you can purchase tablecloths for as little as \$5 each.

Table Set Up Tip

When moving the tables, please don't drag the tables across the floor as you may damage the floor and put your damage deposit in jeopardy. It's best to roll the table to the spot and set it up there.

Garbage & Recycling

We highly encourage our renters to recycle at the events. Please flatten any boxes and separate into the appropriate container. Being green is good and our garbage company loves us for separating correctly!

Clubhouse Use for Funeral/Memorial Services

The Des Moines Yacht Club will provide the Clubhouse for funeral/memorial services to DMYC Club Member(s) and their immediate families (parents, children, and grandchildren) without a facility rental charge. If the memorial is for a Club Member in good standing, the cleaning fee will be waived (note: refundable damage deposit must still be paid). If for a Club Member's immediate family, Club Member will be required to pay the refundable damage deposit as well as the non-refundable cleaning fee. \$100The using member(s) will be responsible for standard rental use. It is further understood that the member(s) requesting the Clubhouse for funeral/memorial services will be held responsible for the facility/event as described in the Clubhouse Rental Agreement for Clubhouse, facilities, grounds, equipment, and property.

Liability Insurance

Be sure to contact your insurance company about adding a Certificate of Coverage for your event. It is the responsibility of the Member/Renter to provide liability insurance for themselves and guests relative to this indemnity provision. Failure to acquire such insurance does not relieve Member/Renter from their indemnification and hold harmless obligation under this Agreement. In addition, Member/Renter accepts full responsibility to monitor their event/function in the best interest of the Member/Renter, their guests, and the Des Moines Yacht Club.

Covid Guidelines

All State Guidelines must be adhered to, including masking, social distancing, and capacity of the Ballroom. If it is found that guidelines were not adhered to, the DMYC has the right to retain the damage deposit.

LOUNGE

Lounge reservations are required. Please note the Lounge can never be a private rental as all members may use the Lounge at any time, per DMYC by-laws. If a member opts to “hang out” at your gathering, you have to go with it (although they do not get to share your food & drink unless you allow them). Generally, this has not been an issue, but - fair warning!

Be sure to note the following:

- Not a private reservation as per the DMYC by-laws the Lounge is open to all members at any time
- No cost
- Member must be present at all times, including deliveries of items, set up & clean up.
- Member must oversee gate access as the Anthony gate cannot remain open unattended. The parking gate can be open until 8pm, but is closed after for security reasons so must be overseen by the member at that point.
- No parking at Anthony's, ever.
- Approval is through the Facility Coordinator (Mindy McClean)
- A banquet permit is required if serving alcohol: <https://lcb.wa.gov/licensing/banquet-permits>.