



## DES MOINES YACHT CLUB CLUBHOUSE RENTALS

### SECTION 1 – GENERAL INFORMATION

#### BALLROOM RENTAL RATES

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

<b>RATE CATEGORY</b>	<b>RF</b>	<b>NDP</b>	<b>NCF</b>	<b>DD</b>	<b>Total*</b>
Member Only	\$150	\$150	\$325	\$250	\$725
Immediate Family of Member	\$450	\$150	\$325	\$250	\$1,025
Member-Sponsored Event	\$1,200	\$300	\$325	\$250	\$1,775
Community Relations	\$250	\$150	\$325	\$250	\$825
Prior Night Setup (optional)	\$200				

#### SUNDAY – THURSDAY

<b>RATE CATEGORY</b>	<b>RF</b>	<b>NDP</b>	<b>NCF</b>	<b>DD</b>	<b>Total*</b>
Member Only	\$150	\$150	\$325	\$250	\$725
Immediate Family of Member	\$450	\$150	\$325	\$250	\$1,025
Member-Sponsored Event	\$900	\$300	\$325	\$250	\$1,475
Community Relations	\$150	\$150	\$325	\$250	\$725
Prior Night Setup (optional)	\$150				

#### Abbreviations

RF: Rental Fee

NDP: Non-refundable Deposit Payment (due at signing of agreement)

NCF: Non-refundable Cleaning Fee

DD: Damage Deposit (refundable)

Total: Amount due minimum 10 days prior to event

\* Does not include prior night setup fee



## DES MOINES YACHT CLUB CLUBHOUSE RENTALS

### SECTION 1 – CONTINUED

#### RENTAL INSTRUCTIONS

##### 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 – Non-refundable

A non-refundable 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 be credited to the final rental fee.

##### 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 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.



## DES MOINES YACHT CLUB CLUBHOUSE RENTALS

### Event rental time frame

The ballroom is considered rented the day of the event until noon the next day (for cleanup). 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 attend the walk-gate by Anthony's, as well as the main gate, due to security reasons. The Anthony's walk-gate shall not be left open or unattended. The main parking gate shall not be left open or unattended. The Anthony's lot shall not be used for event parking.

### Banquet Permit Required – Alcohol use

Member is responsible to get a banquet permit if serving alcohol at Rental Events.

### Table Inventory

Quantity	Shape	Size
25	Round	60-inch
8	Rectangle	96- x 30-inch

### Linens

As a courtesy, renter may order linens from Aramark at the DMYC discounted price currently in effect. Any orders must be placed two weeks prior to the event. A drop off and a pickup date must be included in the offer.

The renter shall provide a list of quantities needed and the DMYC Rental Coordinator shall get a fee quote from Aramark that shall be approved by the renter.

- Tablecloths available in black or white.
- Rounds are not available: 85- x 85-inch square
- Long tablecloths for food tables: 52- x 114-inch
- Napkins available in a variety of colors
- Checks must be made payable to DMYC and given with linen order
- As an alternative, several vendors can be found online where the renter can purchase tablecloths and/or napkins



## DES MOINES YACHT CLUB CLUBHOUSE RENTALS

### Table Set Up

When moving the tables, renter shall not drag the tables across the floor as it may damage the floor and put the damage deposit in jeopardy. It is best to roll the table to the desired location 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 standard non-refundable cleaning fee.

The 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.



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### 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.
- The Member is responsible to attend the walk-gate by Anthony's, as well as the main gate, due to security reasons. The Anthony's walk-gate shall not be left open or unattended. The main parking gate shall not be left open or unattended. The Anthony's lot shall not be used for event parking.
- No parking at Anthony's, EVER.
- Approval is through the Rental Coordinator
- Member is responsible to obtain a banquet permit is required if serving alcohol. [Permits can be obtained online at for a nominal fee at Member/Renter's cost.](https://lcb.wa.gov/licensing/banquet-permits)  
<https://lcb.wa.gov/licensing/banquet-permits>

**END OF SECTION 1**