



**DES MOINES YACHT CLUB
CLUBHOUSE RENTALS & RESERVATIONS**

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

RATE CATEGORY	RF	NDP	NCF	DD	Total*
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

RATE CATEGORY	RF	NDP	NCF	DD	Total*
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



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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.



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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



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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 – see Section 2. 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 and 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.
- Post-event clean-up is required, including but not limited to (1) remove all personal/event decoration items, (2) empty all garbage/recycle and transport to the dumpsters, (3) wipe down all counters, tables and chairs used, (4) vacuum all floors, (5) mop kitchen and restroom floors. The reserving Member will be asked to come back and clean if they fail to do it at the conclusion of the event/function.
- 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 and Vice Commodore.
- Member is required to obtain a Washington State Liquor and Cannabis Board banquet permit 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>

END OF SECTION 1



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SECTION 2 – LOUNGE RESERVATIONS

Member Request for Semi-Private Use of Club Lounge

Member Name	Member Number
Address	City / State / Zip
Phone Number	Email
Date Requested	Hours of Use
Type of Function	Planned Attendance (max 50)
Function For	Relationship to Member

I am a member in good standing of the Des Moines Yacht Club. I have read, understand and agree to the Lounge Use Rules. I will assure they are followed by myself and my guests at all times. I understand there is no parking allowed in the Anthony's Parking Lot for myself or any of my guests. I will be in attendance of the event at all times, including delivery of rented items, set up and cleanup of event. I am responsible to ensure the Lounge is cleaned and restored to pre-event conditions. I agree to manage the gate as required.

I understand the semi-private use of the Club Lounge is subject to the Lounge not being used for a Club or Club-related function. While the Lounge is open to all DMYC Members at any given time, no two Lounge reservations may occur on the same day. Final approval of request must be granted by the Rental Coordinator.

COVID-19 AGREEMENT: I and all my guests will follow all pertinent Covid Guidelines as mandated by Washington State, King County and the City of Des Moines.

Renter Signature	Date
DMYC Rental Coordinator Signature Printed Name: Vonda Perry-Jackson	Date
DMYC Vice Commodore Signature	Date
Printed Name: _____	



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DMYC LOUNGE USE RULES

As a DMYC Member this lounge is available for your use and should be considered as an extension of your own home, showing the same respect and accepting of responsibility for the cleanup and condition following your function. The following rules and guidelines must be followed:

- A. With the exception of an Official DMYC Function, such as the Commodore Reception for Visiting Commodores and the DMYC Commodore prior to the Annual DMYC Commodore's Ball, the Lounge is available for DMYC Members and Visiting Club Members to use at any time. At times when the lounge is being used by a Member for a semi-private event, other Members will hopefully show courtesies to that Member, as he or she would expect in return.
- B. Members may sign up prior for semi-private use of the Club Lounge with the Rental Coordinator. This would be limited to a maximum of 40 persons, and the use must be for a function for themselves and/or for members of their immediate family including parents, children and grandchildren. Member(s) using the Lounge for semi-private use must be in attendance during the function. Live music for entertainment is not allowed. Functions that are for profit in nature are not allowed.
- C. With prior DMYC Board approval, the Lounge may also be used by other groups such as the U.S.C.G. Aux. meetings, Marina Association, N.W. Boating Council, and/or Seamanship/Boating Safety Classes.
- D. The DMYC Lounge is not available for Business, Company or Associational meetings that are not a part of Des Moines Yacht Club.
- E. For semi-private events at the DMYC Lounge, a DMYC Lounge Use Request Form must be filled out and signed by the requesting Member/Responsible person who will be present at the stated function. The Lounge Use Request Form must be approved by the Rental Coordinator and Vice Commodore.
- F. **EQUIPMENT AVAILABLE FOR LOUNGE USE:** Equipment is limited to what is found in the Lounge and does not include the Ballroom kitchen use or any of the kitchen items. The Lounge includes a microwave/convection oven, a dishwasher, and two under-counter refrigerators. It is the member's responsibility to follow all instructions when using any of the Lounge items.
- **CLEAN UP: Post-event clean-up is required.** All dishes and utensils shall be washed and put away. If the dishwasher is used it shall complete the cycle and all dishes and utensils shall be put away. Kitchen counters, bar & tables shall be wiped clean. Empty and clean the coffee pot and filter basket. All decorations and personal items shall be removed. All garbage and recycling shall be put in the appropriate trash/recycling container outside, and new plastic bags shall be put in the Lounge containers. All tables and chairs shall be



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wiped down and returned to normal Club Lounge configuration, and at no time are the tables and chairs to be removed from the Lounge. Vacuum carpet, mop kitchen and bathroom floors, and clean the galley, sinks, etc. Check restrooms for garbage and to insure they are clean after your function has ended. **The reserving Member will be asked to come back and clean if they fail to do it at the conclusion of the event/function.**

- G. CHILDREN: All children, of members or guest, are to be under the supervision of an adult member while in the Lounge or on the DMYC premises. At no time are children to be left unsupervised. Each member is responsible for the actions of their children and the children of their guests.
- H. PARKING: No vehicles are to be parked around the front grass oval drive area, in the wash rack areas or in any of the areas marked "no parking". At all times the drive path to the club launch ramp is to remain clear for launching of boats.

Members and guests are to use offsite parking if adequate parking is not available in the parking area (behind) east of the club house. Offsite parking is available on the public streets and in the Marina paid parking lot north of the Anthony's restaurant customer parking area. There is to be no parking in the Anthony's restaurant lot by Club members, guests or for attendees at any club events, meetings or functions. The Anthony's parking area is reserved for their customer parking only.

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.

Member Initials

Date

Questions?

Contact Rental Coordinator Vonda Perry-Jackson at vsafety@msn.com

END OF SECTION 2



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SECTION 3 – CLUBHOUSE RENTAL AGREEMENT

SEE FOLLOWING PAGES



**DES MOINES YACHT CLUB
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DES MOINES YACHT CLUB CLUBHOUSE RENTAL AGREEMENT

THE DES MOINES YACHT CLUB, HEREAFTER REFERRED TO AS "DMYC", AGREES TO RENT ITS CLUBHOUSE, ROOM OR ROOMS TO THE FOLLOWING MEMBER(S):

Name

Name

(HEREAFTER REFERRED TO AS THE "MEMBER" or "RENTER")

RENTAL DATE:

FROM THE HOURS OF:

RENTAL PURPOSE:

NOTE: This agreement must be signed and returned to DMYC with the required non-refundable deposit before the reservation will be confirmed.

THE FOLLOWING TERMS APPLY:

I. PAYMENT OF FEES

- A. The fees applied to this agreement are identified in the table below (applicable fee as circled or in bold:
- B. **NON-REFUNDABLE DEPOSIT:** The deposit will be subtracted from the required rental fee and will not be refunded.
- C. **NON-REFUNDABLE CLEANING FEE:** The cleaning fee is non-refundable. Cleaning, scrubbing, polishing of the ballroom, kitchen and bathroom floors; vacuuming of carpets and cleaning of the bathroom facilities will all be completed by a contractor of DMYC's choice.
- D. **DUE DATE:** The entire rental fee, plus the damage deposit and cleaning fee, must be received at least ten (10) days prior to the scheduled function. Failure of DMYC to receive the payment at least ten (10) days prior to the function will cancel the reservation.
- E. **DAMAGE DEPOSIT:** If, at the conclusion of the scheduled function, no damage has occurred to the facility, the damage deposit will be refunded. Confirmation that



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no damage has occurred is established through the pre- and post-inspection process set forth in Attachment A. The post-inspection generally occurs within twenty-four (24) hours of the completion of the scheduled function and in any case must occur before the next Clubhouse function. If damage has occurred, the Member/Renter hereby agrees to forfeit any or all of the damage deposit necessary for DMYC to restore the facility to its original condition.

The Member/Renter agrees to pay on demand the cost to repair or replace any and all damage or loss to the building, facilities, grounds, equipment or property located in the building or on the grounds. In the event the damage deposit is insufficient to provide such restoration of the facility/equipment, the Member/Renter further agrees and authorizes DMYC, at member's expense, to undertake, contract for, or otherwise make such repairs, replacements, or remedial work as shall be necessary to so restore the facility.

The Member/Renter also agrees to pay reasonable attorney fees, should legal action by DMYC be necessary to recover its costs for such repairs, replacement or remedial work.

II. CLUB FACILITY AND EQUIPMENT BEING RENTED AND THEIR UTILIZATION

A. DMYC hereby rents the following rooms within the Clubhouse and the following DMYC equipment. (Place "X" where applicable):

<input type="checkbox"/>	Entry Hall/Coat Room	<input type="checkbox"/>	Ballroom Tables
<input type="checkbox"/>	First Floor Restrooms	<input type="checkbox"/>	Ballroom Chairs
<input type="checkbox"/>	Ballroom	<input type="checkbox"/>	Kitchen Stoves & Ovens
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Limited Kitchen Equipment
<input type="checkbox"/>	Dishes/Utensils	<input type="checkbox"/>	Front Yard Area
<input type="checkbox"/>	BBQ Usage	<input type="checkbox"/>	Fire Pit usage

Member/Renter agrees to refrain from all entry or use of rooms and/or equipment other than as herein designated. Dishes/utensils may be used only if event is not a catered event. If a catered event, renter must supply own dishes/utensils.

- B. NON-SMOKING: The Clubhouse is a non-smoking facility. Smoking is required to be outside and away from the entry doors.
- C. CAPACITY: The Ballroom capacity is limited to 250 persons.
- D. FURNITURE - INSIDE ONLY: Ballroom and Lounge chairs MAY NOT be taken outside or put on the lawn for any reason.



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- E. DOCK, LOUNGE NOT INCLUDED: Unless otherwise specifically agreed to in this Agreement, the Dock area and second floor area (Lounge & Office) are not available to Member/Renters for use with the event/function.

III. RESPONSIBILITY OF MEMBER/RENTER

- A. MEMBER ON PREMISES: Member/Renter will be responsible for ensuring appropriate behavior of guests at the event/function. Monitoring activities are to be performed to ensure safety to people and property during the setup, conduct and cleanup associated with the event. During the actual function, Member/Renter will also be responsible for the monitoring of access gates and parking areas to maintain security. DMYC will not be responsible for loss, damage or theft of Member/Renter/Guest items or property relative to this event.
- B. PRE/POST INSPECTION: Member/Renter will perform a pre inspection and post inspection of the facility with a DMYC representative as set forth in Attachment A. No key will be issued, and no set-up initiated until pre-rental inspection is completed to confirm that the DMYC Clubhouse facility and grounds are clean, equipment is in working order, and that equipment is stored appropriately.
- C. ALTERNATE CONTACT INFORMATION: Set-up arrangements for the function will be made by Member/Renter or as designated as follows:

Name _____

Email _____ Phone _____

- D. ALCOHOL AT RENTAL EVENTS: Member/Renter shall obtain a Washington State Liquor and Cannabis Board Banquet Permit, or such other permit as may be required for the event. Such permit(s) must be posted during the rental event. Under no circumstances will Member/Renter allow consumption of alcoholic beverages by minors. Banquet Permits can be obtained online at for a nominal fee at Member/Renter's cost. <https://lcb.wa.gov/licensing/banquet-permits>
- E. MINOR SUPERVISION: Minors on the premises (Clubhouse, Lounge, grounds, docks, etc.) must have adult supervision at all times.
- F. RECYCLING/GARBAGE COLLECTION: Member/Renter will attend to and encourage guests to support collection and proper disposal of trash & recycling during conduct of the event/function. This will include deployment of trash



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collection sorted for ecological purposes. DMYC trash bins and signage are available at the Clubhouse to accommodate this effort.

- G. **HOLD HARMLESS:** Member/Renter and their guests indemnify and hold harmless the Des Moines Yacht Club, its officers, members and employees of any and all liability relative to injury or claims during, or from, the Member/Renter's use of the facilities and grounds. 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.

IV. ACCESS TO DOCKS AND OTHER EXTERIOR ARRANGEMENTS

- A. **DOCKS, DRY MOORAGE, LOUNGE:** Access to the docks, dry moorage area and the second-floor club Lounge shall be limited to Des Moines Yacht Club Members only. A DMYC member must accompany invited guests or visitors to these areas at all times.
- B. **MARINA ACCESS GATE:** The Marina Access Gate/Door at the northwest corner of the grounds (adjacent to the Anthony's Parking areas) shall remain closed unless attended to at all times. Those entering must confirm they have not parked in the Anthony's parking lot. This does not limit Member use of this gate relative to boating activities and access to A Dock.
- C. **PARKING:** Parking at the Des Moines Yacht Club is limited. Member/Renter shall instruct their guests to use the gravel parking area immediately behind the Clubhouse. There is to be no parking on the south, north or west sides of the Clubhouse, as these lanes must be open and available for DMYC members to launch, clean/wash and provision their boats. In addition, there is no parking for guests in Dry Moorage in the back yard east of the Clubhouse. Overflow parking is available on the public street adjacent to the DMYC grounds. There is also paid parking available in the Des Moines south lot. Attachment C has additional information regarding overflow parking. **Note: There shall be NO DMYC event parking in the Anthony's parking lot adjacent to the restaurant.**
- D. While every effort will be made to accommodate Member/Renter parking needs on the scheduled date of the function, the Member/Renter, and/or guests of the Member/Renter, may not require removal of any member's vehicle, boat and/or boat trailer from any legitimate parking area, especially west of the Clubhouse. Member/Renter and/or guests may not move parking cones; may not block the boat wash stations on the south side of the oval drive or the south side of the Clubhouse; and may not park in the Fire Lane around the oval drive lane in front



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of the building. Vehicles in violation of these restrictions may be towed, at owners' expense, from DMYC property.

V. EVENT SET UP AND DECORATIONS

- A. SET UP: Member/Renter set up time for decorating for event is provided at 10am on the day of the scheduled event. Should the Member/Renter desire early set-up for their rental, the facilities may, at the sole discretion of the Des Moines Yacht Club, be made available the day prior to the scheduled function between the hours of 2:00 PM and 10:00 PM. Member/Renter will pay an additional fee for the non-exclusive use of the facilities for such time.
- B. DO NOT THROW: No confetti, bird seed, rice (including rice substitute) or glitter is allowed in the building or on the grounds. If these items are used or thrown inside or outside of the building, it is the responsibility of the Member/Renter to clean the area. Additionally, \$100 will automatically be deducted from the damage deposit to take care of lawn and flowerbeds.
- C. FURTHER LIMITED/RESTRICTED DECOR ITEMS & ACTIVITIES: The following decoration types or activities have limitations or restrictions:
- No helium balloons.
 - No bubbles for interior activities.
 - Candles are allowed only if fully encased in a holder.
 - No nails, tacks, staples or other hole-producing attachment devices may be used within the Clubhouse.
 - Freshly cut decorations (Christmas trees, etc.) must be treated with fire retardant material.
 - Tape may be used only if demonstrated it will leave no permanent marking on the Clubhouse finishing. In no event will tape be applied to Clubhouse walls.
 - No sparklers, fireworks, Chinese candle lanterns or other fire related devices are permitted.
 - No rock throwing in the water or in the creek is permitted.
 - Member/Renter and guests are not allowed on the rock breakwater/jetty.
- D. SIGNAGE: Member/Renter will not place decorations (posted or attached) to the exterior walls of the DMYC Clubhouse. In addition, there is to be no posting of any



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directional/information signs, posters or balloons on the condominium wall adjacent to the drive through to the main gate of the Des Moines Yacht Club; or attached to the Clubs fence line at any location. A freestanding sign, provided by the Member/Renter, may be used to identify the event and must be removed at the end of the event.

- E. MUSIC: Amplified Sound/Music outside the Clubhouse is restricted to the hours between 10:00am and 10:00pm and shall comply with Des Moines City Ordinance regarding volume. Member/Renter is to be respectful of our neighbors.

VI. EVENT CLEAN UP AND CONCLUDING ACTIONS

- A. CLEAN UP: The Member/Renter shall return all equipment used by Member/Renter to its original storage location and also shall perform a general cleanup of the rented space (sweeping, replacing tables, trash removal, etc. See Attachment B, which by this reference shall become a part hereof.). NOTE: Floor scrubbing, polishing; and carpet vacuuming will be performed by a DMYC contracted cleaning service, which will be paid for by the non-refundable portion of the damage/cleaning deposit.
- B. CLEAN UP TIME FRAME: Clean up and removal of all equipment brought in must be completed by 12:00 (noon) the day following the function. A checklist is to be used by the Member/Renter for clean-up (see Attachment B).
- C. LIGHTS, HEAT, GATES: The Member/Renter will shut off all interior lights (except Fire Exit signs). Set Ballroom thermostat at 55 degrees. Check that all gates are closed/locked and leave the west side outside lights on when leaving the building.
- D. RECYCLING/GARBAGE COLLECTION: The Member/Renter will remove all litter, trash and recycling from the building and place it in the appropriate garbage or recycling container on the southeast end of the building. Anything not fitting within the garbage and recycling containers will be placed in heavy gauge plastic bags provided for by the Member/Renter and placed adjacent to the dumpster.
- E. TAPE REMOVAL: Member/Renter will remove any tape applied from all furnishings.
- F. PERSONAL PROPERTY REMOVAL: Member/Renter will remove all personal property at the end of the function.
- G. ADDITIONAL CLEANING - \$25/HR: Should the facility require additional cleaning by the DMYC Cleaning Staff above and beyond the normal procedures, Member/Renter will be charged \$25 an hour to cover the costs of the additional cleaning. Funds will be retained from the damage deposit. Should the damage



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deposit not cover the amount charged, Member/Renter will be charged accordingly.

VII. ENTIRE AGREEMENT

A. MEMBER/RENTER has read the entire Agreement (including Attachments A, B & C, & D) and agrees to be bound by all terms and conditions. Both parties understand that the entire Agreement is set forth herein and there are no oral agreements that shall modify this Agreement.

B. NONREFUNDABLE DEPOSIT DUE UPON SIGNING

Non-refundable Deposit \$ _____

C. COST/FEEES DUE PAID IN FULL MINIMUM OF 10 DAYS PRIOR TO EVENT

Rental Fee	\$	_____
Non-refundable Cleaning Fee	\$	325
Damage Deposit (Refundable)	\$	_____
TOTAL COST	\$	_____
AMOUNT DUE	\$	_____



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D. ACCORDINGLY, THE PARTIES HERETO HAVE PLACED THEIR SIGNATURES BELOW.

Fill in information below

Non-refundable deposit due upon signing contract	\$	_____
Date non-refundable deposit received		_____
Balance due 10 days before event	\$	_____
Date balance received		_____
 Renter Name (print):		_____
Address:		_____
City/State/Zip:		_____
Phone:		_____
Email:		_____
Total Rental Fee	\$	_____

_____	_____
Member signature	Date
_____	_____
DMYC Rental Coordinator Signature	Date
Printed Name: <u>Vonda Perry-Jackson</u>	
_____	_____
DMYC Vice Commodore Signature	Date
Printed Name: _____	

*Rental Agreement as of November 2018 - Approved by Board of Trustees 11.6.18
Revised for Formatting 2022*



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Attachment A – PRE-RENTAL TOUR AND INSPECTION

The undersigned have toured the DMYC Clubhouse facility and grounds and have determined that it is clean, equipment is in working order, and that equipment is stored appropriately, with the following exceptions:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Member/Renter hereby agrees to return building and ground to the same condition upon completion of function.

Member signature

Date

DMYC Rental Coordinator

Date

POST-RENTAL TOUR AND INSPECTION

Member/Renter has returned building and grounds to the same condition upon completion of the function with the following exceptions:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Member signature

Date

DMYC Rental Coordinator

Date



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Attachment B – FACILITY CLEAN UP OBLIGATIONS

Please make sure to clean up properly after the event. If these items are not complete, the DMYC may retain some or all of the damage deposit.

BALLROOM CLEANING:

1. Floor swept and tables/chairs wiped down.
2. Eight (8) tables left set up on each window wall with eight (8) chairs neatly stacked beside each table.
3. Two (2) wide tables placed end-to-end on front stage with eight (8) chairs. Remaining chairs stacked in southeast corner. Remaining tables stacked on rollaway cart behind the partition with the round tables.
4. All trash placed in dumpster. Overflow trash in bags placed adjacent to dumpster.
5. All decorations removed.

KITCHEN CLEANING (If used):

1. Floor swept.
2. All dishes, utensils and equipment washed and stored in original location.
3. Stoves and ovens cleaned (if used).
4. Refrigerator emptied of any contents placed in it by Member/Renter and cleaned if necessary.
5. All counter tops cleaned.
6. All trash placed in dumpster. Overflow trash in bags placed adjacent to dumpster.

RESTROOM(S) CLEANING:

1. Floor swept.
2. Wastebaskets emptied and placed in dumpster.



**DES MOINES YACHT CLUB
CLUBHOUSE RENTALS & RESERVATIONS**

PARKING AREA:

1. Member/Renter will ensure that the parking area will be inspected and that no trash, bottles, glass, cans, etc. will remain.
2. All trash removed and placed in dumpster.

GROUNDS:

1. Clean all cigarette butts from the sand container by front door of Clubhouse. There is a cat litter scoop in the storage closet.
2. Ensure no trash or refuse is left on the front lawn, flower beds or drive areas.
3. All trash removed and placed in dumpster.

Member Initials

Date



DES MOINES YACHT CLUB CLUBHOUSE RENTALS & RESERVATIONS

Attachment C – DMYC PARKING FOR EVENTS AND ACTIVITIES

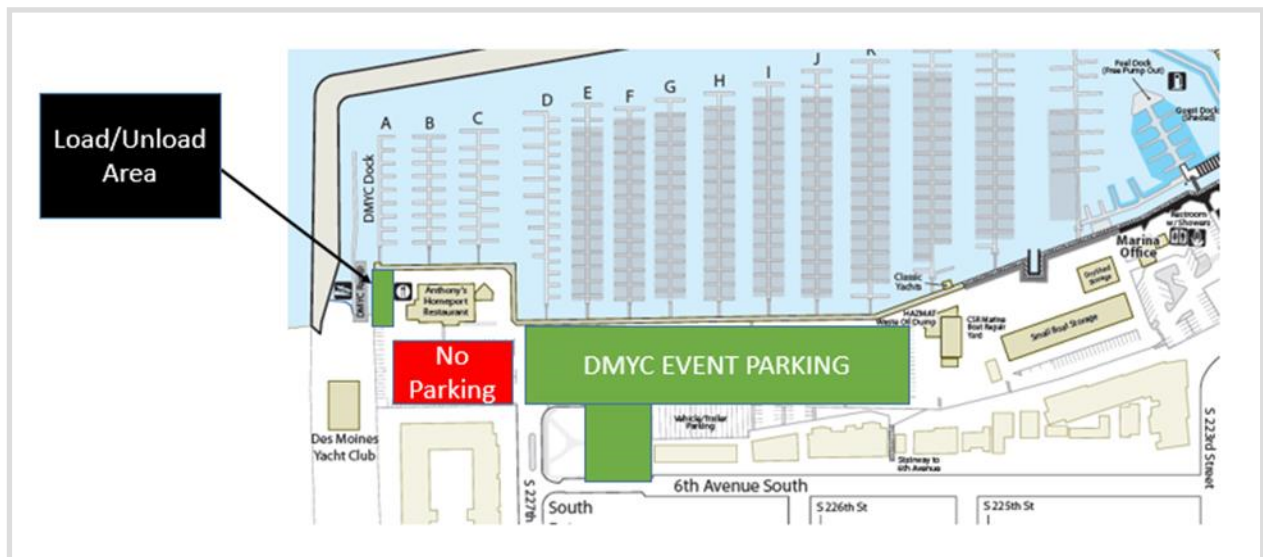
There is to be no parking on the south, north or west sides of the Clubhouse as these are fire lanes and must be open and available for DMYC members to launch, clean/wash and provision their boats. In addition, there is no parking for guests in Dry Moorage east of the gated entrance.

Primary Guest Parking: Guest parking is available on the east side of the Clubhouse in the gravel and along the creek.

Street Parking: Additional parking is available near DMYC on the public streets of 6th Avenue South and 7th Avenue South.

Marina Paid Parking: Paid parking is available in the Des Moines Marina south lot.
Note: There shall be NO DMYC event parking in the Anthony’s parking lot adjacent to the restaurant.

Large Crowd Parking Needs: For gatherings where large crowds are expected, special parking arrangements can be made with Des Moines Marina. Member/Renter should contact the Marina Office (206-878-5700) to discuss available arrangements.



Member Initials _____

Date _____



**DES MOINES YACHT CLUB
CLUBHOUSE RENTALS & RESERVATIONS**

Attachment D – DMYC COVID-19 ADDENDUM

Renter agrees to the following:

1. Renters are required to inform guest to self-screen for COVID-19 symptoms prior to arrival.
2. Renter understands the DMYC must follow Local, State and Federal Rules and Guidelines, and will cancel the rental if necessary to comply with said rules and guidelines.
3. Should it be found these rules are violated, Renter shall relinquish their entire damage deposit to the DMYC.

Member Initials

Date