

## Clubhouse Event Booking Procedure

### **Purpose**

Member organized and run events are becoming more common and are a terrific way for us to get to know one another. The purpose of this document is to provide guidelines for event organizers who may be unfamiliar with the processes and procedures of Sarnia Yacht Club. The intent is to make hosting an event as easy as possible so the focus can remain on running the event and enjoying the comradery.

### Choosing & Booking an Event Date

Once you have decided to host a member event, contact Wendy Fox ([Wendy@sarniyachtclub.ca](mailto:Wendy@sarniyachtclub.ca)) to identify a day and time the clubhouse is available. Wendy maintains a calendar of events and can help identify an appropriate date given other bookings that may be in place.

A completed Clubhouse Usage Application Form must be provided to confirm the date. Failure to provide the Form will result in the event NOT being booked.

Events booked between April and October will require Board approval at their regular monthly meeting. Note there is usually no July meeting. All Board meeting dates are listed on the SYC website calendar.

Event in this context refers to an SYC Member or Director Sponsored event and not to be confused with a “Rental” for private function which would be subject to different protocols.

A Clubhouse Usage Application Form can be found in **Appendix 1** to this document.

### Event Advertising & Member Communication

Once you have a date confirmed, the next step is to develop communications to the membership. Wendy Fox can provide you with a template to capture the necessary information. This should include how members can sign up for the event to help provide organizers with the best possible idea of the level of interest for event planning and material purchases. Final versions of emails or posters should be provided to Wendy Fox ([wendy@sarniyachtclub.ca](mailto:wendy@sarniyachtclub.ca)) and the Club Secretary, Laurie Jensen ([Secretary@Sarniyachtclub.ca](mailto:Secretary@Sarniyachtclub.ca)) for distribution to the membership.

### Gate Access

Gate access and when the gates can be left open has been confusing in the past.

Guidelines are as follows:

Club Sponsored Events – gates are closed with Member entry provided via key card.

Member / Club Sponsored Event with Guests – gate can be locked open 1hr before event and closed 1 hr after scheduled start time.

Requests for Open Gate Events can be made through Wendy Fox at the time of event booking. Approval by Grounds Director or Flag Officers is required due to safety and insurance requirements.

### Bar Service

If the intent for the event is to have the bar open, then a bartender should be booked with Wendy Fox as soon as the event date has been confirmed. A Smart Server Certified Bartender is mandatory for all events at which the bar is open.

The office schedules and provides all bartenders and is the sole provider and organizer of bartending for the Clubhouse.

### Cash Collection

Event organizers should arrange to have members of their organizing group on the door at the time of the event to either collect presold tickets or cash from the event.

### Event Proceeds

All revenue and expenses must be tracked. A completed reconciliation form and any monies should be handed into the office no later than **five (5) days** after the event. Proceeds net of expenses and applicable taxes will be attributed to the appropriate budget (e.g. Entertainment) or organization in the case of special fundraising events, by office staff.

In all instances proceeds from the Bar will accrue to SYC where they are used to cover bartending costs, alcohol purchases, and other operating costs of the Clubhouse.

An **Event Reconciliation Form** can be found in **Appendix 2** to this document.

Appendix 1 Clubhouse Usage Application Form

**APPLICATION FOR USE OF SYC CLUBHOUSE  
MEMBER/SYC (NO CHARGE) EVENT**

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Entry Time: \_\_\_\_\_ Vacate Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

*I will adhere to the agreed times (in and out).*

Initials:

Bar open at: \_\_\_\_\_ Bar Closed at: \_\_\_\_\_

Cash Bar: \_\_\_\_\_ Open Bar: \_\_\_\_\_ 15% gratuity to be added

CLUBHOUSE USE REQUESTED: (rental rates on back)

Main Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Patio \_\_\_\_\_ Bar \_\_\_\_\_ BBQ \_\_\_\_\_

If required, the gate will be open from one hour before the event start time until one hour after the event start time.

The bartender is provided by the Sarnia Yacht Club.  
***Special Requests for liquor and beer not granted.***

Applicant \_\_\_\_\_

Active Sponsor Name and Signature (for associates) \_\_\_\_\_

**(ACTIVE MEMBER MUST BE IN ATTENDANCE)**

Event Convener: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

DOCKS ARE OFF LIMITS TO RENTAL PARTIES.  
DUE TO THE DANGER OF OPEN WATER, ALL CHILDREN MUST REMAIN IN THE CLUBHOUSE.

***THE CLUBHOUSE MUST BE LEFT IN THE SAME CONDITION IN WHICH IT WAS RENTED.***

***The conditions of SYC'S liquor license specifically prohibit the consumption of any alcohol in the licensed area (main hall, bar and patio) that has not been purchased at the bar. I certify that my guests will not bring any alcohol into the licensed premises.***

**SYC MEMBER SPONSORED (NO CHARGE) EVENT:**

MEMBER/SYC (NO CHARGE) EVENT:

Who may use the Clubhouse at no charge:

- 1: Director sponsored e.g. Entertainment, Sail Training, Race and Flags.
2. Club member dock parties, social and/or educational activities.
3. Boating/Race Associations:  
     Power Squadron, Amateur Radio Club, Divers Club, MORC, PHRF, LHYA,  
     meetings, seminars, regatta's etc.

Qualification Requirements:

- **A minimum of 1/3 S.Y.C. members must be in attendance.**
- Application must be made by an S.Y.C. member.
- Basic hall clean up would be the responsibility of the applicant.

Bar prices subject to change.

Beer	\$3.75
Liquor & Wine	\$3.75
Coolers	\$4.75
Soft Drinks	\$1.50
Corkage (per bottle)	\$5.00

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SYC RECORD INFORMATION: (For office use only)**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee Received: \_\_\_\_\_ Date: \_\_\_\_\_

Bartender fee Received: \_\_\_\_\_

Inspection after event:

Cost of damages: \_\_\_\_\_ (particulars attached)

SYC Inspector \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2- SYC Event Reconciliation Form

**Sarnia Yacht Club  
Fund Raising Events**

Event: \_\_\_\_\_  
Date: \_\_\_\_\_

**Revenues:**

Tickets sold \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_ 0

**Miscellaneous:**

Raffles etc. \_\_\_\_\_  
Donations \_\_\_\_\_  
Other \_\_\_\_\_

**Total** 0

**Expenses:**

**Paid out of cash:**

Details (attach invoices):

		0

**Cash & cheques handed into office:** 0

**Disbursements paid by office:**

Details:

		0

**Net funds raised** 0