



Green Bay Yachting Club

P.O. Box 485 Green Bay, WI 54305 (Mail)
100 Bay Beach Road, Green Bay, WI 54302
Telephone 920-432-0168

2018 CLUBHOUSE & PAVILION RENTAL AGREEMENT

Reservations must be placed 30 days prior to event with the House Chairperson and are available on a first-come, first-serve basis. A date will **not** be reserved until a **completed form** and **deposits** are turned in. Call Jay Zahn at 920 660-7655 with any questions.
NO CARRY-INS ALLOWED

Facility Requested: Clubhouse Y N Pavilion Y N Band Y N

Date Requested _____ Time Requested: _____

Name _____

Address _____

Telephone/Contact Number _____

of People Attending _____

Open Full Bar? Y/N _____ Open Beer? Y/N _____ Open Soda? Y/N _____

Required Payments: (Two checks must accompany form – **No credit cards**)

- \$100 cleaning deposit (returned if premises are cleaned-up) **and**
- \$50 facility use fee **or**
- \$100 facility use fee if Band/DJ are booked Date Paid _____

Fees: All fees must be paid by the end of the event prior to leaving.

1. A \$25.00 miscellaneous fee will be charged for the use of the Kitchen facilities
2. Contact Jay for liquor/beer/soda prices
3. A 20% gratuity is recommended for Open Bar, Beer, and Soda
4. Open Bar/Beer/Soda: add 5% credit card fee if paid by credit card.
5. Bartender fee (\$50 for parties over 50) - gratuities accepted

Note: Minors are not allowed to drink on club grounds by state law.

Clean-up: Premises must be cleaned the day of the event or by 9:00am the next day

1. Tables and chairs wiped
2. Floors vacuumed/swept/mopped if necessary
3. Kitchen-all dishes, pans, etc, washed and put away
4. Kitchen floors mopped & trash cans emptied
5. All decorations removed

Clean-up service can be provided for a fee (\$100-150 depending on the size & type of party). Ask about details prior to the party.

No left over food is to be placed in kitchen, cooler or freezer.

A GBYC club member must sponsor all parties and must be present at all times, including during set-up and all bills must be paid prior to leaving event.

Signature & Date _____