

# Marblehead Yacht Club



## Application for Room Rental

Updated 05-15-23

1. Each application for use of the Club facilities must be accompanied by two (2) checks made payable to the Marblehead Yacht Club as follows:
  - Check #1: \$150 for the rental of the Cliff Room **or** \$100 for the rental of the Lavendar Room on 2<sup>nd</sup> floor
  - Check #2: \$100 for the Security Deposit
2. Applicant must be a member of the Marblehead Yacht Club ("Club").
3. Club facilities may be used **ONLY FOR THE PERSONAL USE** of the member and must not conflict with any Club function or event. No rentals are permitted Thursdays through Sundays from Galley Opening Day (typically Memorial Day Weekend) through Labor Day. With permission, the room may be rented for use by non-members as guests of a sponsor member and the sponsor member is required to be present during the entire rental period.
4. Number of guests not to exceed 50 for the Cliff Room or 30 for Lavendar Room on the 2<sup>nd</sup> floor. The function period may not exceed four hours and must be over by 10 pm.
5. The application must be submitted 30 days in advance of function to MYC Club Manager.
6. It is the responsibility of the Applicant to assure that the Club will not be held liable in any way by their actions or by the actions of their guests or employees. By signing below, the Applicant agrees to indemnify the Club against any liability resulting from the Applicant's use of the Club.
7. The MYC does not have a liquor license and operates under a BYOB policy. If the Applicant wishes to serve alcohol, it is the Applicant's responsibility to obtain a One Day Alcoholic Beverage License from the Town of Marblehead, MA. The Applicant is also to provide a Certificate of Liability naming the Marblehead Yacht Club as an additional insured.
8. Function rooms and rest rooms are to be left in good order and clean condition including the removal of all Event related trash. It is the responsibility of the Applicant to clean the Club, or have it cleaned, immediately after the Event. All Club property including furniture is to be returned to its normal place. The Applicant is responsible for any damage to Club property that occurs during the rental period and is expected to replace, repair or pay the Club for damaged property.
9. Members are welcome to provide their own food and beverages for their Event, but if catering is desired, the MYC Galley Caterer (currently KC Squared LLC) has the right of first refusal.
10. Remember the Club remains open to its membership and resides within a residential neighborhood. The Applicant and guests are responsible for being respectful of both.
11. Applications for Room Rental are to be returned to: MYC Club Manager, 4 Cliff Street, Marblehead, MA 01945.

Name of Member/Applicant: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Day/Date Requested: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Location (Cliff Room or Lavendar Room): \_\_\_\_\_ No. of Guests: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Will alcoholic beverages be served/sold/BYOB: \_\_\_\_\_

If a catered function, by whom: \_\_\_\_\_

Signature of Member/Applicant: \_\_\_\_\_

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

Signature of Club Manager: \_\_\_\_\_

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

Signature of House Committee Chairman: \_\_\_\_\_

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

Enclosed Check #1 \$ \_\_\_\_\_

Enclosed Check #2 \$ \_\_\_\_\_