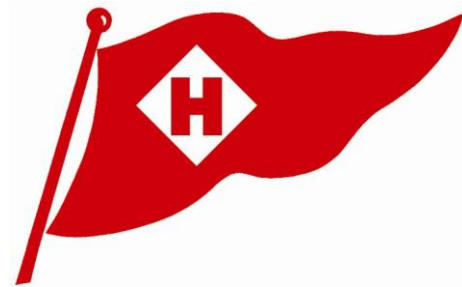


# **HUDSON YACHT CLUB**



## **MEMBER EVENT(S) POLICY**

**(Revised February 5<sup>th</sup> 2021)**

**1. Use of the Club for events is permitted only to members in good standing.**  
The applying Member, as Sponsor, will be billed directly for all charges.

**2. Number of guests.**

- Members are welcome to invite an unlimited number of guests as defined by the Club By-Laws and policies.
- Guests are limited to 2 introductions to the Club within a season.
- Members should notify the Club, when inviting more than 15 guests, 48 hrs in advance and supply a full list of the guests to the office.

**3. Guest fees.**

When a member invites more than 15 guests a charge of \$5.00 per person shall be applied to the member providing the introduction for each guest over 15 guests, except where a specific charge is made for use of club facilities – see item 4 below.

**4. Use of Club property. (Fee structure)**

Club Property may not be used for the Commercial (Business) gain of any Member or their Guest.

**The MAIN HALL of the Hudson Yacht Club will be available for private gatherings and/or weddings, not to exceed two, during the months of June, July and August per permission granted by the Board of Directors.**

Events can be reserved more than a year in advance on these dates only: last Saturday of May and Saturday of Thanksgiving weekend.

The clubhouse can only be rented for private gatherings and/or weddings per permission granted by board of directors.

There is no room rental charge for club events, meetings of club committees or groups sanctioned by the club for the purposes of licensing or instruction.

Certain fees can be applied for the use of specific areas of the Club at the discretion of the Board of Directors and or the Club Manager– see table below.

## Club facilities:

\* Note: Members maintain the right to use Club property during regular hours of Club Operations.

Club Area / Function Room Subject to availability	Available for Hire	Capacity	Room Rental Comments and Charge
Bar	Yes	80	Off Season only – Charges TBD
Queen’s Room	Yes	20	Off season only – Included with the Bar Rental Charges
Stone Terrace	Yes		\$10 per Guest, Minimum \$250
Gazebo (for a dinner)	Yes	30	\$100 including access to BBQ
Beach	Yes	0-15 NC 15 +	15 + (per event) \$5.00 per guest fee
Boardroom	Yes	15	\$50
Clubhouse for Weddings/Events pre/post season	Yes <b>Board Approval required</b>	175	\$3,000.00 (non-refundable)  <i>[Inclusions; rental of main hall, use of kitchen, access to tables, chairs, flatware, use of linens (laundrying extra). All other items or services are charged separately.]</i>
Clubhouse for Weddings June, July, August (No access bar and western half of terrace).	Yes <b>Board Approval required</b>	175	\$5,000.00 (non-refundable)  <i>[Inclusions; rental of main hall, use of kitchen, access to tables, chairs, flatware, use of linens (laundrying extra). All other items or services are charged separately.]</i>
Wedding Ceremony – On Site			\$300.00 (non-refundable)
Clubhouse for private gathering <sup>†</sup>	Yes <b>Board Approval required</b>	175	\$1000.00 (non-refundable)
Main Hall – Daytime Use	Yes	140	\$500.00 (non-refundable)
Kitchen	N/A		
Pool	N/A		
Playground	N/A		

*†Any wedding or celebration of wedding vows will not be considered a private gathering. Private gatherings will require less administration, staff and collaboration and are intended to accommodate smaller and shorter gatherings.*

## **Rental of Spaces**

When renting a space at the Hudson Yacht Club, the fees include;

Set up:

The Club staff will place (with advance floor plan), all tables and chairs, according to the advance instructions.

Tabletops:

You are permitted to make use of the Club's linen (laundering excluded), flatware and cutlery.

Tear down:

Parties must ensure that all tabletop decorations have been removed from the tables prior to the end of the event. If this is not accomplished, additional charges may apply.

Clean up:

Regular post event clean-up is included. Should the Club be required to do a deep cleaning, the event host will be responsible for the additional charges (proof will be provided).

## **5. Bar Service**

Mobile bar set up / Bartending fee: For groups of less than 50, a bartender fee of \$25.00 per hour (minimum 4 hours) or if bar sales are less than \$1,000.00 (excluding taxes.) will be added.

\$25.00 will be charged per additional hour.

Review Annex A with current\* year bar menu for beverage pricing. Members hosting a wedding event may choose with the Club Manager, or Hospitality and Food Services Supervisor, which beverages will be offered during their event. All beverages ordered and served must be purchased through the club. \*Bar pricing is subject to change.

## **6. Catering Services**

Club Catering Services are available on request for private events. BBQ's, lunches, dinners can be prepared, staffed and served. Please contact the office for more details.

- Soft drinks and/or coffee are available for private meetings for an extra fee.
- Private Caterers maybe used. Please contact the office for details

## 7. Equipment Rentals

Equipment rental can be provided by Hudson Yacht Club for a minimal fee.

Equipment	Rate per piece of equipment
Easel	\$10.00
Flip Chart	\$20.00
Microphone & Podium	\$35.00
Projector (Digital)	\$50.00
Screen	\$25.00
T.V. / D.V.D	\$20.00
BBQ – Propane (small)	\$10.00
BBQ – Charcoal	\$20.00
BBQ – Propane (gazebo)	\$20.00
Laundry	As per usage

## 8. Office Supplies and Services

In association with an event or room reservation HYC will offer office supplies and services at the prices below:

Equipment	Rate per piece of equipment
Fax per page	\$1.00
Photocopy	\$0.30 Black/white / \$0.50 Colour

## 9. MUSIC TARIFFS;

A fee, paid to the Society of Composers, Authors & Music Publishers of Canada (SOCAN) for your right to use music, which is copyrighted, will be applied to your invoice;

- Without Dancing: \$29.56 With Dancing: \$59.17

A fee, paid to Re: Sound Music Licensing Company, for the use of recorded music to accompany events including Weddings & Receptions, will be applied to your invoice;

- Without Dancing: 100 persons or less: \$9.25 ~ 100 persons or more: \$13.30
- With Dancing: 100 persons or less: \$18.51 ~ 100 persons or more: \$26.63

## **10. Reservations:**

All functions require full payment with application – Application forms available at the Clubhouse office. A full refund will be applied in the case where applications are not approved. This fee is required to reserve a room for your meeting or special event. If a function is cancelled prior to the event, a cancellation fee of (20%) will apply.

Members may submit a written event request to the Board of Directors one year prior to the event.

**IT IS RECOMMENDED THAT THE MEMBER NOT MAKE ANY FURTHER PLAN OR ARRANGEMENTS PRIOR TO RECEIVING WRITTEN CONFIRMATION FROM THE HUDSON YACHT CLUB**

## **11. Billing: For bar and food services**

The final guest count is required 2 days (48 hours) prior to the event.

All food and beverage prices are subject to, G.S.T. and P.S.T.

A 15% service charge will be added to all food and beverage invoices.

## **Restrictions for event within the Clubhouse:**

- All decorating and set-up of functions must be arranged with the Club Office and must not interfere with other functions on the same day.
- Nothing shall be taped, tacked or nailed to the walls.
- No food or drink is permitted within our facility, unless otherwise arranged and approved by the Club Manager.
- The Hudson Yacht Club is in a residential area therefore; we ask that the music and noise volume be controlled to a moderate level.

## **Information**

### **PAYMENT:**

The event day charges will be billed to the Members account and will be handled according to our regular billing policies.

### **TABLES:**

Standard tables, both round and oblong, can normally accommodate ten people.

### **FLOWERS:**

We would be happy to refer you to local businesses.

### **GENERAL:**

Club Policy requires that there be neither advertising nor publicity on the Club premises through any public media. The Club's name (in any form) may not be used without prior written approval. Failure to appreciate these rules could result in the Club having to cancel the reservation.

### **PROVINCIAL SALES TAX, GST AND SERVICE CHARGE:**

All food and beverage services are subject to the Provincial Sales Tax, GST and service charge.

### **CAPACITY:**

The number of guests may not exceed the amount designated and posted by the fire department.

### **MUSICIANS:**

We would be happy to refer you to local Musicians/DJ's. Ask at the office.

**DISPLAYS:** Under no circumstances is any of the Club's artwork to be touched by anyone other than the staff.

### **LIQUOR OTHER THAN THE CLUB'S:**

During events no liquor other than the Club's licensed liquor is permitted upon the licensed premises. The Club does not permit consumption on its premises of liquor that has not been ordered and purchased through the Club.

### **SET-UP:**

Function Rooms are set up as early as possible to allow the Convener enough time to decorate for the event. We cannot guarantee any specific amount of time; however, we will do our best to accommodate your needs.

### **SECURITY DEPOSIT:**

An amount of \$250.00 will be paid to the Hudson Yacht Club as a security deposit and will accompany any request. This deposit will be held for 30 days after the event. This will ensure the kitchen facilities and equipment will be maintained in their original condition by all outside parties (wedding guests, caterers, musicians, etc.)

## **ADDITIONAL RULES;**

- No form of confetti is to be thrown on the premises.
- No form of glitter is to be used.
- Additional clean-up charges may apply if deemed necessary.
- Tickets of any description may not be sold on Club property.
- NO form of Smoking (Cigarette, Cigar/Pipe, Cannabis) is permitted within the Club buildings or within 9 metres of any building, as per the Quebec Tabaco Act and the Club's Liquor Permit.
- No form of open candles is to be used.
- Guests of a Private Function must remain within the areas booked for their event.
- Prices quoted are not guaranteed past 30 days.
- All parties hired by the Member to service the event (caterer, musicians) are to be made aware that they must work in cooperation with and under supervision of the Club Manager.
- The caterer will be required to meet with the Club Manager 2 weeks prior to the event to review the inventory in the kitchen and to finalize all details to ensure the success of the event. The client- caterer will be responsible for leaving the equipment in the state in which it was found.
- The event party and guests may arrive on the Club property no earlier than 5:00 p.m. unless arranged with the Club management. During pre and post season the Bar is closed to Members at 6:00 p.m. During regular season hours the Bar will remain accessible to Members. The event party is reminded that they should expect to have sailors and Club Members on the premises in the usual sailor attire.
- During events held at the Clubhouse the docks, pool and beach areas are off limits to event guests unless otherwise pre-arranged with the Club Management.



**MEMBER EVENT APPLICATION FORM**

I request the date of \_\_\_\_\_ for the following event:

A.) Wedding of \_\_\_\_\_ and \_\_\_\_\_  
(Relationship to the member: \_\_\_\_\_)

B.) Private Gathering of \_\_\_\_\_

I have read and agree to comply with the terms and conditions outlined in the Hudson Yacht Club Member Event Policy.

In accordance with fee structure I have enclosed the applicable payment (as noted in Annex B) of: \_\_\_\_\_ which includes taxes.

*Please note that if a function is cancelled prior to the event, a cancellation fee of 20% will apply.*

I have also enclosed payment of \$250.00 (cheque dated the day of the private event) as a Security Deposit.

*Please note that this deposit will be held for 30 days after the event.*

I understand that any additional charges (bar charges, services) will follow the event and will be billed to my account or in accordance with arrangements established in advance with the Club Manager.

Member's signature: \_\_\_\_\_ Membership #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

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

<b>FOR OFFICE USE:</b>	
Decision of Board of Directors: YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date of Decision: _____	
Member Contacted By: _____	On: _____
Date of First Meeting: _____	

**MEMBER EVENT PRELIMINARY REQUIREMENTS:**

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

Approximate Arrival Time on Club Property: \_\_\_\_\_

Approximate Number of Attendees: \_\_\_\_\_

Kitchen Required: (Yes or No): \_\_\_\_\_ Dancehall Required (Yes or No): \_\_\_\_\_

Name & Contact Info for Catering Company (if applicable):  
\_\_\_\_\_

Club Flatware & Cutlery Required (Yes or No): \_\_\_\_\_

Club Linens Required (Yes or No): \_\_\_\_\_

Dancehall floor plan/table & chair set-up to be provided: \_\_\_\_\_

Dishwasher Required: (Yes or No): \_\_\_\_\_

Equipment Rental Required/please specify: \_\_\_\_\_

**BAR SERVICE:**

Number of Serving Staff Required: (Yes or No): \_\_\_\_\_

Special Order Required:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_