

Reservation Form for Facility Use

Date of Application _____

SLYC Club member's Name **LAST:** _____ **FIRST:** _____

Telephone # Day: _____ Evening: _____ Email _____

EVENT INFORMATION

Date of Event _____ Nature of Event, (i.e. wedding, fundraiser, etc.) _____

Day of Week _____ *Time From _____ *Time To _____

**Time includes setup and cleanup*

Is the event for: Family Use Non-Family Use

Number of Persons Attending: 13 – 24 25 - 49 50 - 75

Will Galley be used? Yes No Will BBQ be used? Yes No

Will Alcohol be served? Yes ¹ No Will Club bar be used? Yes ² No

¹If Alcohol is served, what hours will Alcohol be served? **Beginning Time** _____ **Ending Time** _____

²If SLYC bar is used, a board member must be present Name of board member: _____

Will a professional cleaning service be used? Yes ²No

²If No, how will cleanup be performed?

Do you need tablecloths? Yes No Do you plan on using club's paper products? Yes No

PLEASE NOTE THE FOLLOWING RULES

1. **This Application shall be submitted to the Rear Commodore at least two weeks prior to the next scheduled Board meeting;** member need not be present. You do not have a confirmed reservation until the Board grants it. Rear Commodore does not have the authority to reserve or grant approval.
2. **RULES GOVERNING THE USE OF THE SAN LUIS YACHT CLUB** is located at the end of the SLYC directory – and is attached to this form. Please use them as a guide for your event. A Completion Checklist is also attached for completion at end of event.
3. **IF ALCOHOL IS BEING SERVED:** The **ATF Mandates** and is a **condition of our liquor license** that the following be observed:
 - a. **Registration:** All persons **must sign the register and wear a name badge prior** to alcohol service.
 - b. **Minors may not be served or sit at the bar** while alcohol is being served.
 - c. **Absolutely no alcohol may leave the premises!** To ensure that this practice is kept, no drinks of any kind (including non-alcoholic) should leave the clubhouse once served.

4. Dues Paid? Yes No Volunteer Date(s): **Please record completed and/or scheduled two Dates:** _____ Date _____ Date _____

5. Reservation fee & Cleaning deposit fee checks attached to application? Yes No

My signature below acknowledges that I have **read and understand** the rules governing use of the San Luis Yacht Club. Any questions regarding use should be directed to the Rear Commodore.

Members Signature: _____ Date: _____ / _____ / _____

Rear Commodore/designee Signature: _____ Date: _____ / _____ / _____

SLYC BOARD USE

Rental Fee _____ Deposit (separate check) _____ Security Fee Required _____

Rental Check # _____ Deposit Check # _____ Security Check # _____