



PYC Private Party Use Guidelines

To reserve the club for a party of 12 to 75, please check **PYC's online calendar** (my.calendars.net/pyc10_calendar) for availability, then contact the current Commodore by phone or email and provide the following information:

- **Date and time of day of event, and how many are expected to attend.**
- **Who is the event sponsor?** *A PYC member in good standing must act as sponsor and be in attendance during the event. As sponsor, he or she is fully responsible for the safety of their group and for both the security and cleanup of the club after the event.*
- **Do you need to use the Commodore's Room?** *On weekends from 9 am to 5 pm an attendant is present and the room should be open, but may have to be cleaned up. Weekdays and after hours special arrangements may have to be made.*
- **Do you need one or more club attendants?** *If so, to hire each attendant for the time worked is \$10.50 per hour. He or she will assist with proper cleanup, security and closure of the facility. The attendant(s) should be paid directly at the end of the event.*
- **Has a third-party caterer been contracted?** *If so, it is the duty of the sponsor to make sure the catering service has a "certificate of insurance" which covers the following:*
 - › Names PYC as an Additional Insured on their General Liability Policy with respect to their use of PYC's premises. Their General Liability limits should be \$1,000,000 per occurrence, \$2,000,000 aggregate.
 - › Show Evidence of Workers Compensation coverage, preventing a claim being put in under PYC's Workers Compensation Policy for injuries sustained by the vendor, any of the vendor's employees or any other person or entity the vendor brings on to the premises to perform services.
 - › And if they are serving liquor, they need to give you a Certificate of Insurance showing that they have Liquor Liability coverage of at least \$1,000,000 per occurrence, and also names PYC as an Additional Insured under this policy.

Please note the following:

- A donation of \$3-\$5 per guest is suggested based on the amount of time reserved and number of attendees involved. **Make donation check payable to PSA (Pettipaug Sailing Academy).**
- As sponsor, he or she ensures that the group will abide by all PYC rules as posted and as described in the Membership Yearbook. All guests should be made aware that the water in the restrooms (heads), outdoor shower and garden hoses comes directly from the river and is not drinkable (potable). Generally, there is adequate propane for the grill with an extra tank, but it is best to double-check just before your event.
- When reserved for your event no other large group functions will be scheduled at the same time and date, but understand that the club will be open and available to its members for their normal use on a "not-to-interfere" basis. **Note: a Members-Only Area with two picnic tables and grill has been set up north of the clubhouse which should not be moved and private party guests should not use.**
- No alcoholic beverages are to be left overnight at the club. Tables, chairs, games and all other items brought to the premises for this event will be removed promptly at the end of the event.
- From late June to mid August the club is used for the Pettipaug Sailing Academy (PSA) classes until 4:30 pm on weekdays. No event preparations can begin until after PSA classes end. (See Online Calendar for schedule.)
- Other PSA programs listed below have also been planned for the current season and will require the use of the Commodore's Room and docks from 8:30 am to 6:00 pm:
 - > Powerboat Instruction Program – (See Online Calendar for schedule.)
 - > PSA Instructors Programs: Level 2 & Level 1 – (See Online Calendar for schedule.)

A PYC Officer will call back or email to verify the information, then mail out the **PYC Private Party Use Agreement** (original and copy) with all your event information filled in. Please read carefully, then fill out and sign both the original and copy. Retain the original and mail back ASAP the signed copy with donation check to: **PYC • P.O. Box 372 • Essex, CT 06426**
The signed agreement copy must be received prior to the event date. The original agreement must be in the possession of the sponsor during the event.

PYC is all about having FUN and enjoying this special place on the Connecticut River. The Officers and Board of Governors encourage PYC members to take full advantage of the grounds, facilities and boating opportunities for themselves and their friends.

PYC Private Party Use Agreement

NOTE: The signed copy of this agreement must be in the possession of the sponsor during the event.

Please completely read the following then fill out (PRINT LEGIBLY) and sign both enclosed copies. Retain one and mail back the other with donation check to the P.O. Box above as soon as possible. Signed agreement copy must be received prior to the event date.

_____ (Event Name) on _____ (Event Date)
 I am requesting the use of Pettipaug Yacht Club (PYC) grounds and/or pavilion facilities for the Private Event and
 Date specified above for _____ (# of people) from _____ until _____ (list times).

I, _____, (name) am a PYC member in good standing and will be the sponsor for the event and be in attendance during the entire time of the event. As sponsor, I will ensure my group will abide by all PYC rules as posted and as described in the Membership Yearbook.

I desire do not desire (please indicate) use of the Commodore's Room. (If using the room, email or call a PYC Officer just prior to your event to arrange to pick up a key.)

I desire do not desire (please indicate) to hire the club attendant at (\$10.50) per hour (for the time worked) during my event in order to assist with proper cleanup, security and closure of the facility. As sponsor, I am fully aware that I am (in either case) overall responsible for the safety of my group and for both the security and cleanup of the club after the event. *[NOTE: If hired the attendant should be paid directly at the end of the event.]*

- All guests should be made aware that the water in the restrooms, outdoor shower and garden hoses **comes directly from the river and is not drinkable**. For parties of 50 or more, a portable toilet will be required. Contact Olsen Sanitation (860.526.3404) for pricing and to arrange service.
- Generally there is propane for the grill with an extra tank but it is best to double-check just before your event.
- No alcoholic beverages along with tables, chairs, games and all other items brought to the premises for this event will be left behind on club grounds at the end of the event.
- The suggested donation for a club reservation is \$3 to \$5 per guest based on the amount of time reserved and number of attendees involved. A donation check **payable to PSA** (Pettipaug Sailing Academy) may be mailed back with the signed copy of this agreement.
- No private party can begin until after PSA classes (usually weekdays) or the Powerboat Course (usually Sundays) end for the day. (See PYC's Online Calendar for schedule.)

Please check the following (see Club Use Guidelines for details):

- I am aware that while no other large group events will be scheduled at the same time and date as mine, I understand that the club will be open and available to its members for normal use during my event on a "not-to-interfere" basis, and that my guests will not use the Members-Only Area.
- (If applicable) I have verified that the catering service has the proper Certificate of Insurance coverage for General Liability, Workman's Compensation, and Liquor Liability preventing a claim against PYC.
- I understand that I am the responsible party for this event and I agree to all the conditions listed above.

Signed: _____

Name: _____

Address _____

Phone(s): _____

Email: _____

Approved: _____

Current Commodore or PYC Officer

Name: _____

Date: _____

Check PYC's online calendar to verify that your event has been accurately listed:

www.my.calendars.net/pyc10_calendar