

Prepared By:	
Date:	

# Rock Hall Yacht Club Catering / Rental Agreement

<b>EVENT NAME:</b>		<b>EVENT DATE:</b>			
<b>EVENT TIME:</b>	am/pm to am/pm	<b>SETUP TIME:</b>	am/pm		
<b>CLIENT NAME:</b>		<b>TAX STATUS:</b>	If exempt, letter received?		
<b>BILLING ADDRESS:</b>					
<b>MAIN CONTACT NAME:</b>		Phone:	email:		
<b>ALTERNATIVE CONTACT:</b>		Phone:	email:		
<b>TYPE OF EVENT:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Reception  <input type="checkbox"/> Dinner  <input type="checkbox"/> Picnic/BBQ  <input type="checkbox"/> Wedding  <input type="checkbox"/> Pool Party  <input type="checkbox"/> Children's Birthday </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Surprise party  <input type="checkbox"/> Business meeting w/ refreshments  <input type="checkbox"/> Business meeting w/ meal  <input type="checkbox"/> Rehearsal Dinner  <input type="checkbox"/> Baby Shower  <input type="checkbox"/> Regatta </td> </tr> </table> <p style="margin-top: 20px;"><b>Describe</b></p>			<input type="checkbox"/> Reception <input type="checkbox"/> Dinner <input type="checkbox"/> Picnic/BBQ <input type="checkbox"/> Wedding <input type="checkbox"/> Pool Party <input type="checkbox"/> Children's Birthday	<input type="checkbox"/> Surprise party <input type="checkbox"/> Business meeting w/ refreshments <input type="checkbox"/> Business meeting w/ meal <input type="checkbox"/> Rehearsal Dinner <input type="checkbox"/> Baby Shower <input type="checkbox"/> Regatta
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<b>NUMBER OF GUESTS:</b>					
<b>** MENU **</b>					
DESCRIPTION	PER PERSON PORTION	UNIT (each/ounces)	EST. SERVINGS OF PRODUCT	QUANTITY TO ORDER	EST. COST
<b>HORS D'OEURVES</b>					
<b>MAIN DISHES</b>					
<b>SIDE DISHES</b>					

DESCRIPTION	PER PERSON PORTION	UNIT (each/ounces)	EST. SERVINGS OF PRODUCT	QUANTITY TO ORDER	EST. COST
<b>SIDE DISHES - continued</b>					
<b>ROLLS/BREAD</b>					
<b>DESSERTS</b>					
<b>NON-ALCOHOLIC BEVERAGES</b>					
<b>BAR SERVICES</b>					
Open Bar					
Cash Bar					
Beer & Wine					
Beer Only					
Wine Only					
No Bar Service					
<b>ESTIMATED FOOD &amp; ADD-ON ITEM COST</b>					
<b>** ALCOHOLIC BEVERAGES **</b>					
DESCRIPTION	PER PERSON PORTION	UNIT (each/ounces)	EST. SERVINGS OF PRODUCT	QUANTITY TO ORDER	EST. COST
<b>ESTIMATED ALCOHOLIC BEVERAGE COST</b>					

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<b>** EQUIPMENT **</b>				
DESCRIPTION	QUANTITY	IN STOCK	RENT OR PURCHASE	COST
Tables				
Chairs				
Beverage dispensers (Keg)				\$50
Tent(s)				
Coffee maker w/ coffee				\$30.00
Hot food containers				
Kitchen ( Outsourced Catering)				\$100.00
Utensils ( Outsourced Catering)				\$80.00
Linens				
\$4 per plate charge ( Outsourced Catering)				
<b>** CLUB RENTAL **</b>				
DESCRIPTION	MEMBER	NON-MEMBER		
Club House (Dining Room, Lounge & Bar Only)	\$200	\$350		
Pavilion ( Pavilion Only )	\$50	\$150		
Grounds	Priced Upon Request	Priced Upon Request		
Pool				\$50
<b>** STAFFING **</b>				
BARTENDERS	POSITION / FUNCTION	HOURS	RATE	DIRECT LABOR COST
2 Bartenders required for groups over 35 people			\$18 PER HR. (EACH)	
2 Servers required for groups over 35 people			\$18 PER HR. (EACH)	
<b>ESTIMATED STAFFING COST</b>				

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# EVENT COSTING / PRICING ESTIMATE

CATEGORY / DESCRIPTION	CALCULATIONS	TOTAL COST
<b>DIRECT COSTS -</b>		
<b>Food &amp; Add-Ons</b>		
<b>Alcoholic Beverages</b>		
<b>Equipment</b>		
<b>Gross Wages</b>		
<b>Taxes ( 6% Food – 9% Alcohol )</b>		
<b>Gratuity (18% of Food &amp; Beverage)</b>		
<b>Total Staffing Cost</b>		
<b>Number of Guests</b>		
<b>PER PERSON CHARGE TARGET</b>		

- \$500.00 deposit required for open bar-**
- 50% deposit required on food due 7 (seven ) days prior to event-**
- 50% deposit on all special order beverages due 7 (seven ) days prior to event-**
- All other monies owed will be billed within 3 ( Three ) working days after event-
- A Credit Card must be held until final payment is received-

NOTES:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_



# ROCK HALL YACHT CLUB

22759 McKinleyville Road, PO Box 317, Rock Hall, MD 21661  
410-639-2182

www.RockHallYachtClub.org

## **RENTAL AGREEMENT & CONTRACT** **Terms and Conditions**

### **Agreement**

The undersigned (hereinafter referred to as "Renting Party") making application to the Rock Hall Yacht Club, Inc. (hereinafter referred to as "Club") agrees to the following terms and conditions:

1. The Renting Party will comply with all laws, rules, and regulations of the federal, State, County, and Local authorities. Renting Party agrees to be responsible for any and all penalties imposed upon the Club as stated in these provisions.
2. Non-Member renters must obtain signature of RHYC Member Sponsor.
3. The Renting Party agrees not to hold the Club, its agents, servants, and/or employees responsible for loss, damage or injury incurred due to, or alleged to be due to, the negligence of Renting Party, Renting Party's officers, agents, contractors, or employees during Renting Party's use of the Club. The Renting Party will be responsible for any and all damages to the Club, its facilities and grounds caused by the Renting Party.
4. RHYC, as an alcoholic beverage licensee, is solely responsible for the sale and service of all alcoholic beverages on the property. Any alcoholic beverages served at the Event must be supplied by RHYC and dispensed only by RHYC servers and bartenders. The Club will require proper identification (photo ID) of any person of questionable age and refuse service to any person who, in the Club's judgment, appears to be intoxicated. Fees for Bar Service appear on the attached Table of Fees. Beverage prices are per the RHYC price list for drinks current at the time of the event.
5. Renting Party agrees to deposit all trash accumulated by the Renting Party in the Club's on site dumpster.
6. Payment of the "Facility Rental Fee" Or "Short Term Rental fee," whichever applies, is required to reserve any date. This payment/deposit is non-refundable.
7. Renting Party understands that all of the interior spaces, including rest rooms and bath house at the Club are non-smoking areas, and the Renting Party agrees to prohibit smoking in these areas.
8. The Renting Party must make its own catering arrangements, subject to the approval of RHYC. Billing from and payment to the caterer will *not* be through RHYC Caterers must provide a copy of their business license and proof of Worker's Compensation and Liability coverage at least seven days prior to the Event.
9. Renting Party agrees that use of the Club's facilities will be limited to the day of the event between the hours listed on the agreement. Delivery of rental supplies and necessary equipment, decorating, setting-up, and all preliminary activities may be accomplished the day before rental of the Club for the event, only with the approval of the Rental Agent, so long as the regularly scheduled use of the Club by members is not inhibited or interfered with.
10. The Club is not responsible for any set up or cleanup for any reason.
11. Renting Party agrees that all clean-up must be done immediately following the event. Removal of all rental supplies and equipment will be accomplished by 10 a.m. of the day following the event. If Renting Party fails to leave the Club in the same condition as it was found, Renting Party agrees to pay all costs for cleanup and/or repairs.
12. Renting Party understands and agrees that rental of the Club does not constitute exclusive use. The Club's bar, pool, and grounds will remain open for the use of Members at all times.
13. Renting Party may not use staple guns, nails, tacks, or any other fastener that will damage or deface Club equipment or property, for hanging or fastening decorations, signs, or other items anywhere on RHYC premises.
14. Renting Party agrees to be solely responsible for the condition of all rental supplies and equipment, while these items are on Club premises.
15. The Club will not accept any liability for rental equipment used, left, or abandoned on Club premises.
16. Force Majeure. The RHYC shall not be responsible for any cancellation or disruption of the Event caused by an electrical or mechanical malfunction, natural disaster, civil disturbance or other circumstances beyond the reasonable control of the Club.

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