

Prepared By:	
Date:	

Rock Hall Yacht Club Catering / Rental Worksheet

EVENT NAME:		EVENT DATE:	
EVENT TIME:	am/pm to am/pm	SETUP TIME:	am/pm
CLIENT NAME:		TAX STATUS:	If exempt, a letter must accompany the contract
BILLING ADDRESS:			
MAIN CONTACT NAME:	Phone:	email:	
ALTERNATIVE CONTACT:	Phone:	email:	
TYPE OF EVENT:	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Reception</p> <p><input type="checkbox"/> Dinner</p> <p><input type="checkbox"/> Picnic/BBQ</p> <p><input type="checkbox"/> Wedding</p> <p><input type="checkbox"/> Pool Party</p> <p><input type="checkbox"/> Children's Birthday</p> </div> <div style="width: 45%;"> <p><input type="checkbox"/> Surprise party</p> <p><input type="checkbox"/> Business meeting w/ refreshments</p> <p><input type="checkbox"/> Business meeting w/ meal</p> <p><input type="checkbox"/> Rehearsal Dinner</p> <p><input type="checkbox"/> Baby Shower</p> <p><input type="checkbox"/> Regatta</p> </div> </div> <p>Event Location: <input type="checkbox"/> Club House <input type="checkbox"/> Pavilion <input type="checkbox"/> Other</p> <p>Describe:</p>		
NUMBER OF GUESTS:			
** MENU **			
DESCRIPTION	PER PERSON PORTION	UNIT (each/ounces)	EST. SERVINGS OF PRODUCT
QUANTITY TO ORDER	EST. COST		
HORS D'OEUVRES			
Sub-total			
MAIN DISHES			
Sub-total			
SIDE DISHES			
Sub-total			

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

Initials _____

** EQUIPMENT **					
DESCRIPTION	QUANTITY	COST PER UNIT	IN STOCK	RENT OR PURCHASE	COST
Tables		\$10.00			
Chairs		\$5.00			
Beverage dispensers (Keg)		\$50.00			
Tent(s)					
Coffee maker w/ coffee		\$30.00			
Kitchen Rental (Outsourced Catering)		\$200.00			\$200.00
Utensil Rental (Outsourced Catering)		\$100.00			\$100.00
Linens		\$6.00			
\$4 per plate charge: (Outsourced Catering)		\$4.00			
Sub-total					
** CLUB RENTAL **					
DESCRIPTION	MEMBER		NON-MEMBER		
Club House (Dining Room, Lounge, & Bar Only)	\$200.00		\$350.00		
Pavilion (Pavilion Only)	\$50.00		\$200.00		
Grounds (Priced upon request)					
Pool (Priced upon request and inclusion upon Board of Directors approval)					
Sub-total					
** STAFFING **					
BARTENDERS	NUMBER OF STAFF REQ'D	POSITION / FUNCTION	HOURS	HOURLY RATE	DIRECT LABOR COST
Bartender	ea			\$23.00	
Server	ea			\$23.00	
Server (group over 35)	2 ea (minimum)			\$23.00	
Bartender (group over 35)	2 ea (minimum)			\$23.00	
ESTIMATED STAFFING COST					

Initials_____

EVENT COSTING / PRICING ESTIMATE

CATEGORY / DESCRIPTION	CALCULATIONS	TOTAL COST
DIRECT COSTS		
Food & Add-Ons		
Alcoholic Beverages		
Equipment		
Gross Wages		
Taxes (6% Food – 9% Alcohol)		
Gratuity (18% of Food & Beverage)		
Total Staffing Cost		
*Club Deposit: \$250 (To cover damages, cleaning fees , etc. Refunded amount determined by RHYC Manager on the condition of the returned rented area.)		
*Set-Up/Breakdown Fee: \$200 (if club staff is used)		
Credit Card Charge (3.5% surcharge for any credit card charges)		
Number of Guests		
PER PERSON CHARGE TARGET		
Total Estimated Event Cost		

Facility Rental Fee Deposit (non-refundable): Amount: \$_____ Date Received:_____ Initials:_____

Open Bar \$500 Deposit: Date Received:_____ Initials:_____

50% Food Deposit, 14 (fourteen) days before to event: Amount: \$_____ Date Received:_____ Initials:_____

Final Head Count, 10 (ten) days before event: Headcount:_____ Date Received:_____ Initials:_____

Balance of Contract, 7 (seven) days before event: Amount: \$_____ Date Received:_____ Initials:_____

Credit Card (held until the club receives final payment):

Credit Card Number: _____

Name on Card: _____

Expiration: _____

3-Digit Security Code: _____

*The Club will bill any additional costs to the customer within 3 (three) working days after event:

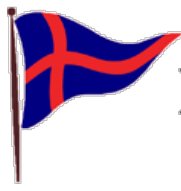
Initials: _____

NOTES:

Signature: _____ **Date:** _____

Please Print Name: _____

RHYC Member Number: _____

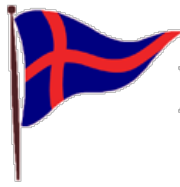


ROCK HALL YACHT CLUB

RENTAL AGREEMENT & CONTRACT **Terms and Conditions**

The undersigned (the “Renting Party”) making application to the Rock Hall Yacht Club of Rock Hall, Maryland, Inc. (the “Club” or “RHYC”) agrees to the following terms and conditions:

1. The Renting Party will comply with all applicable laws, rules, and regulations of Federal, State, County, and Local authorities. Renting Party will be held responsible for any and all penalties imposed upon the Club as stated in these provisions. Initials: _____
2. Non-Member renters must obtain signature of a sponsor member, in good standing, of RHYC. Initials: _____
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 Club will hold the Renting Party responsible for all damages or additionally incurred expenses to the Club, its facilities and grounds caused by the Renting Party. Initials: _____
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 the RHYC and dispensed only by RHYC servers and/or bartenders. The Club will require proper identification (photo ID) of any person of questionable age and reserves the right to 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. Initials: _____
5. The Renting Party agrees to deposit all trash accumulated by the Renting Party in the Club’s on-site dumpster. Initials: _____
6. Payment of the “Facility Rental Fee” or “Short Term Rental Fee”, whichever applies, is required to reserve any date. This payment is **non-refundable**. Initials: _____
7. The Renting Party must provide a final head count to the Club no later than 10-days prior to the Event. Initials: _____
8. The Renting Party shall be charged the agreed head count fee plus an additional 50% for each guest attending above and beyond the agreed head count. Additionally, the Renting Party shall not hold the Club liable for running out of food due to additional guests attending above and beyond the agreed head count. Initials: _____
9. The Renting Party must leave a valid credit card on file with the Club to cover fees incurred outside of agreement. Initials: _____
10. The Renting Party must pay balance of any contracts and agreements 7-days prior to the Event commencing. Initials: _____
11. The Renting Party agrees to pay, if applicable, all deposits and fees agreed to on the “RHYC Catering Event Worksheet”. Initials: _____
12. The Renting Party understands that all of the interior spaces, including restrooms and bathhouse, at the Club are non-smoking areas and the Renting Party agrees to prohibit smoking in these areas or incur an additional cleaning fee. Initials: _____



ROCK HALL YACHT CLUB

13. The Renting Party must make its own catering arrangements, subject to the approval of the RHYC. Billing from and payment to the caterer will *not* be through RHYC. Caterers must provide a copy of their valid business license and proof of worker's compensation and liability insurance coverage at least seven days prior to the Event. The Renting Party will be held liable and responsible for any damage or excess utility fees the Club incurs as a result of using a Caterer other than the Club. Initials: _____
14. The Renting Party agrees that the use of the Club's facilities are limited to the day of the Event, between the hours listed, and to the area designated on the agreement. The Club will bill the Renting Party accordingly, for use of Club facilities outside of the signed agreement. Delivery of rental supplies and necessary equipment, decorating, setting-up, and all preliminary activities may be accomplished the day before the rental of the Club for the Event, only with the approval of the Rental Agent, so long as regularly scheduled use of the Club by members is not inhibited or interfered with. Initials: _____
15. The 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. Initials: _____
16. The Club is not responsible for any set-up or cleanup for any reason. Initials: _____
17. The Renting Party agrees that all clean-up must be done immediately following the Event. Removal of all rental supplies and equipment must be accomplished by 10 a.m. of the day following the Event. If the Renting Party fails to leave the Club in the same condition it was found, the Club will charge the credit card on file for the costs incurred to clean-up or make any repairs of damage caused by the Renting Party. Initials: _____
18. The Renting Party agrees to pay a *non-refundable* Club-Usage fee of \$100.00. Initials: _____
19. The Renting Party may not use staple guns, nails, tacks, or any other fasteners that will damage or deface Club equipment or property, for hanging or fastening decorations, signs or other items anywhere on the RHYC premises. Initials: _____
20. The Renting Party must not use, hang as decoration, or make available balloons of any type on Club grounds. Initials: _____
21. Renting Party agrees to be solely responsible for the condition of all rental supplies and equipment, while these items are on Club premises. Initials: _____
22. The Club will not accept any liability for rental equipment used, left, or abandoned on Club premises. Initials: _____
23. The Renting Party agrees to pay a 3.5% surcharge for any and all costs charged to a credit card. Initials: _____
24. 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. Initials: _____

Signature: _____ **Date:** _____

Please Print Name: _____