



LSYC MEMBER – REQUEST FOR ROOM BOOKING

(Submit to Vice Commodore)

GREAT ROOM ☐

UPSTAIRS ROOM ☐

MAIN KITCHEN REQUIRED ☐

Event/Activity (provide full details): _____

Date: _____ (dd/mon/yy)

Time: _____ to _____ (include set up and clean up time)

Number of people: _____

Will liquor be sold? ☐ Yes ☐ No

If **Yes**, you shall obtain an appropriate license/permit, proof of which must be submitted to the Board prior to final confirmation.

Will you be renting equipment (e.g., tables and chairs)? ☐ Yes ☐ No

If **Yes**, you shall be responsible for all arrangements and costs. It will be your responsibility to be present when the rental company delivers and picks up equipment.

1. Your responsibility for guests, as stated in the LSYC Rules and Regulations, applies at all times.
2. You will accept responsibility for the loss of or damage to any LSYC property used during this event.
3. You are responsible for cleanup and removing all items (e.g., rentals, decorations) brought into the building. Garbage must be placed in the dumpster. The facilities must be returned to their original condition following use. The following fees apply:

A standard **Rental Fee** of \$ 50 will be charged for all event bookings with 25 or fewer guests.

A standard **Rental Fee** of \$ 100 will be charged for all event bookings with > 25 guests.

A refundable **Security Deposit** of \$ 300 will be charged for damage/cleanup.

4. All rentals are processed through the Vice Commodore and require Board approval.
5. All rentals will be subject to post-event inspection by the Vice Commodore.
6. Room bookings are restricted to Members as defined in our Bylaws.
7. The Club is not responsible for any loss or damage of equipment/material rented by Members. Bylaw Article 15 and Rules and Regulations 2.1 apply.
8. **No room booking will exclude the use of Club premises or buildings by the members-at-large.**
9. No weekend/holiday bookings in Jun/Jul/Aug or long weekend bookings from May – Nov.

Name: _____ (Print) Date: _____

Boat Name: _____ Email: _____

Signature: _____ Phone: _____

FEE Rec'd ☐ SECURITY DEPOSIT ☐ REFUND AMOUNT \$ _____

Approved ☐ Denied ☐ _____
Vice Commodore Date