

# Discovery Bay Yacht Club Rental Request Form

Members, Family, Friends. All request must be member sponsored  
Please review Standing Rule 28 for more detail on rentals

Today's Date: \_\_\_\_\_ Member(s) Name & Member Number(s): \_\_\_\_\_

## Contact Information:

Cell Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Area of the club you wish to rent:

Main Room: \_\_\_\_\_ Bilge Room: \_\_\_\_\_ Entire Club: \_\_\_\_\_

## Is this an exclusive or non-exclusive rental?

Exclusive: \_\_\_\_\_  
Non-exclusive: \_\_\_\_\_

*Exclusive: A closed rental such that no members(s) may use any section of the rented area for the time rented:  
Non-exclusive: A rental of the rented area that allows another member(s) to have access to the same rented area.*

Date(s) you wish to rent the club: \_\_\_\_\_

Time you wish to rent the club (Max 5 Hours):

Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_

Purpose of Rental (Party, Baby Shower, Anniversary, etc.): \_\_\_\_\_

## Estimated number attending Event:

Members: \_\_\_\_\_  
Guests (non-members): \_\_\_\_\_  
Minors: \_\_\_\_\_

## Bartenders requirements

Total bartenders will you require: \_\_\_\_\_  
Specific bartender preference (name(s)): \_\_\_\_\_

## Food Prep, and Service requirements:

DBYC Staff to provide Food and Service: \_\_\_\_\_  
Event will be catered by an outside food service provider: \_\_\_\_\_  
Outside food service provider would like to use Kitchen facilities: \_\_\_\_\_

The following are typical cost for the rental. Additional cost may be incurred for food & labor, OOW, Music, and other specific items. These will be detailed in the final rental agreement.

- |  |           |   |
|--|-----------|---|
| 1. Main Room Rental charge:  | \$ 300.00 | Max 5-hour rental, 1 bartender included |
| 2. Bilge Room Rental charge:   | \$ 100.00 | Max 5-hour rental, 1 bartender included |
| 3. Cleaning Deposit Charge:  | \$ 200.00 | May be refundable                       |
| 4. Extra hour charge:  | \$ 100.00 | Maximum of 2 extra hours                |
| 5. ABC 218 Liquor license charge   | \$ 25.00  | If required                             |
| 6. OOW Charge @ \$25.00/hour   |           | Based on number of hours rented         |
| 7. Extra bartender charge @ \$60.00  |           | Charge per extra bartender              |
| 8. Outside food service fee of \$ 500.00 will be applied if outside food service uses DBYC kitchen                             |           |   |
| 9. Outside food service extra cleaning charges of \$200.00 will be applied if outside food service uses DBYC Kitchen facility. |           |   |

You may download/print and complete the above form:

- email completed form to: Cheryl Cados at [cherylcados@comcast.net](mailto:cherylcados@comcast.net) or
- print completed form and give to Katie Pagan (Assistant to the Vice Commodore)

**NOTE:** This form is only a request to rent. All rentals require a completed DBYC rental agreement based on this information and must be approved by the governing board prior to confirming and placing the rental on the current calendar. No 3<sup>rd</sup> party rentals are allowed. Rental cannot be made on dates already identified for specific DBYC events or functions. Rentals are subject to all conditions of Standing Rule 28. If you have any questions, please contact the current Vice Commodore.