



## CLUB RENTAL POLICIES & PROCEDURES

Members of the Club are encouraged to rent the Club facilities for meetings and social celebrations. The following outlines the policies & procedures:

1. Contact the Club to learn which room(s) will best meet your needs and to determine whether the date(s)/time you want are available. Please call or email the Executive Chef at 207-781-9820, ext. 12, [chef@pycme.net](mailto:chef@pycme.net) or the Club Manager, ext. 10, [manager@pycme.net](mailto:manager@pycme.net).
2. Read the Club Rental Policies and Procedures to make sure you understand requirements and restrictions.
3. Complete and return the Event Information Form.
4. The Executive Chef or Event Manager will call you to review your requirements, answer questions, make any necessary adjustments and review your deposit, service and rental costs. They will collect your room rental fee deposit to confirm your dates and space.
5. Once your deposit (100% Room Rental Fee) and signed event form is received, we will send written confirmation outlining your preliminary details: the date, number of people, number of parking spots allotted, room rental rate, staff charges, equipment rental, gratuity/service charge on the food and applicable taxes. Your event is not considered definite until your complete form and deposit is received.
6. Closer to your event, the Executive Chef will contact you to discuss food, beverage, service and setup requirements and follow-up with a written Food & Beverage Agreement for your review. 50% of the remaining event balance is due 15 days prior to the event date. All payments must be made by check or credit card. Function payments may not be billed to Club account and do not apply towards Dining Room minimums. PLASTIQ, the company that processes our credit cards, takes up to a 2.5% credit card processing fee for the convenience of paying by credit card. The percentage may be less for debit cards. Here is the link to pay by credit card: <https://www.plastiq.com/pay-portland-yacht-club/v14009/>.
7. Remaining balance is due before/on the date of the event, payable by check or credit card.

## EVENT VS. GATHERING

The Club distinguishes between an event and a gathering. An event is a planned, scheduled assembly hosted by a Member, or a meeting that is not open to all Members. Rental charges apply to all events except as noted below.

A gathering is any informal, unscheduled coming together of members for social purposes. No catering (except as otherwise provided generally to Members in the Bar and Dining Room during available hours) is provided for gatherings. During the commissioned season, small groups of members may gather informally in any available space without a rental fee. Gatherings are not permitted off-season.

## EVENT CATEGORY

PYC is available for two categories of events. "Member Hosted" and "Member Sponsored."

1. **Member Hosted-** An event is "Member Hosted" when:

- The member is the host of the event.
- The member is responsible for the payment of the bill.
- The member plays a lead role in planning and organizing the event
- Attendees are invited by the Member host on his/her own behalf.

2. **Member Sponsored-** An event is "Member Sponsored" when:

- Payment of the bill is paid for by a non-member or an organization not controlled by the member.
- The beneficiary of the event is a non-member, a business not controlled by the member, or an organization to which the member belongs.
- The majority of the attendees are invited by the non-member, business or organization.

## RENTAL RATES

Rental rates differ based on time of year and the location utilized within the Club. 2022 Rental rates include the following:

- Basic Set-up and breakdown
- The use of PYC tables, chairs, video equipment and complimentary soda and tonic.
- Normal cleaning, minor breakage, etc.

Rental rates do not include linens nor excess plate settings and glassware.

The cost of any extraordinary cleaning, damage or breakage, as reasonably determined by the Manager or Executive Chef, will be billed to the Member Sponsor and/or Host.

	<b>Member Hosted</b>	<b>Member Hosted</b>	<b>Member Sponsored</b>	<b>Member Sponsored</b>
<b>Location</b>	<b>May – December</b>	<b>January-April</b>	<b>May – December</b>	<b>January-April</b>
Entire First Floor	\$1000 (1)	\$800	\$1200 (1)	\$1000
Great Room & Bar	\$750 (1)	\$500	\$800 (1)	\$600
Dining Room & Bar	\$750 (1)	\$500	\$800 (1)	\$600
Upstairs Rooms	\$450	\$300	\$500	\$400
Captains Room only	\$300	\$200	\$350	\$250
Junior Sailing Room only	\$200	\$150	\$250	\$200
Chart Room	\$50	\$40	\$50	\$50
Tent Space	450 (1),(2)	N/A	\$500 (1),(2)	N/A

(1) Available during Decommissioned season only.

(2) During the Commissioned season, three tented events are allowed for special events. Board approval is required. Member Sponsored tented events are not permitted in the Commissioned season.

Rental fees cover the use of PYC tables and chairs, video equipment, and soda service.

There are certain exceptions to the published Rental Rates.

1. Certain organizations do not pay room rental *unless their event is a fund-raiser*:
  - Organizations of boaters in which PYC members constitute a substantial portion of the membership – e.g., J/24 Fleet 43, Etchells Fleet 27, PYC Junior Sailing Travel Team parent meetings, etc.
  - Maine boating organizations to which PYC as a Club belongs
  - Organizations associated with the Town of Falmouth or the Falmouth School System.
2. If the event is a fundraiser, *all* organizations pay the Member Host Rate, representing a discount off the Member Sponsor rate. There is no discount on catering.
3. Certain events get a discount or are exempt from paying the Rental Fee:
  - Non-Profit Organizations receive a 20% discount off the Member Sponsor rates unless the event is a fund-raiser. There is no discount for a fundraiser.
  - When a Member dies, the family may hold a memorial gathering without a rental charge.
  - The family of a deceased *former* Member may request to hold a memorial gathering and the Rental Fee will be 50% of the Member Host rate.
  - A Member may request to hold a memorial gathering for a child, parent, or grandparent, and the Rental Fee will be 50% of the Member Host rate.
4. Upon completion/acceptance/approval of the Club Event Information form, 100% of the Room Rental Fee is due and payable to secure the event date in the Club calendar.

In each case, costs for catering rentals, 8% Maine Sales Meal Tax, 20 % Service Charge will still apply.

## STAFFING SERVICE

PYC specializes in both buffet and family style service. With buffet and family style service, the Rental Rates includes all buffet serving platters and utensils, flatware and glasses. The Club does rent linens and may rent other catering items not in house for events. The cost for rentals and the cost for staff time to pick-up/return rentals will be added to the event billing. The Executive Chef will determine the number of servers needed for the event.

Our catering team's timeline is based on the event timeline. Each team member's time is typically billed for the first two hours and then in 30 minute increments.

- **Chef**- if needed, (e.g. carving station): \$30 per hour
- **Server**- \$25 per hour
- **Bartender**- \$30 per hour
- **On-site Event Coordinator** (if needed) this person works closely with the kitchen, the floor, and the bar to ensure a smooth event-\$25 per hour

## FOOD SERVICE

When the Club is the exclusive provider of food and beverage service for events:

- Maine Sales Meal Tax: 8% is added to all food and service charges and non-alcoholic beverages (excluding complimentary soda and tonic).
- Service Charge: 20% is added to all food charges and non-alcoholic beverages (excluding complimentary soda and mixers).
- There is a \$3 per person plating fee for wedding cakes not purchased at the Club.

## OUTSIDE CATERER FOOD SERVICE

If the Executive Chef is unable to provide the required catering service for any reason, we will work with the Member to arrange for an outside Club-approved caterer.

If the caterer or member needs to use the kitchen for any reason, there is a fee of \$200 (to be paid by member) for use of the Kitchen. The Executive Chef may assign a staff person to guide, assist and clean up. Staffing service charge (mentioned above) may apply. The caterer or member:

- Provides linen, glassware, china, and/or paper/plastic products.
- Is responsible for leaving the kitchen in the same condition as he/she found it.
- Will be charged for any breakage or loss of equipment. If the caterer does not pay, the bill for repair or replacement will be sent to the member.

## BEVERAGE SERVICE

Portland Yacht Club is a “bottle club”. That is, the Club does not have a license to sell alcohol. Members provide their own alcoholic beverages; the Club provides soda and tonic for indoor functions. Compostable ‘Greenware’ plastic cups are required for outdoor functions for an additional cost.

Beverages must be served by a bartender provided by the Club.

If the member wishes to have a cash bar, the Club will arrange for outside bar service or caterer who has a license to sell alcoholic beverages to provide that service. All financial arrangements related to such service are handled between the member and the caterer.

Complimentary sodas and tonic are included in the Club Room Rental fee.

**Important-** The Club is responsible for following Maine Law regarding the serving of alcohol. This means that the bartender may decline to serve alcohol to anyone who appears inebriated including someone who arrives at the event in that condition.

## ROOM CAPACITY

LOCATION	AVAILABILITY	ROOM SET-UP	CAPACITY
<b>First Floor</b>	Mid-October- to Mid-May	Cocktail Reception	175
		Seated Dinner:	
		Dining Room	75
		Dining Room & Great Room	120
		Theater Style	80
<b>Second Floor</b> <i>Note: Not handicapped accessible</i>	All Year	Cocktail Reception	75
		Seated Dinner:	65
		Theater Style	60
<b>Trophy Room</b>	All Year	Seated Dinner	7
<b>Outside Tent*</b> Max size 30’X45’	Mid-October to Mid-May Or In-Season by Board approval.	Cocktail Party	150
		Seated Dinner	80
		Theater Style	100

### \*SEE TENT POLICY BELOW

- No part of the Club is available the day before, during, or the day after a Club event (e.g. Commissioning/Cannonball).

- Only members whose accounts have no balance due over 30 days may rent the Club facilities.
- The total number of attendees may not exceed limits set by safety codes.
- Guests may not use areas of the Club not included in the rental. There is no overflow space permitted for tented events in front of the Dining Room porch when dining room is open.

### **TENT POLICY**

A limited number of private Member Host tented social events may be held on the lawn in-season with limitations. “In-Season’ period runs from Commissioning (mid-May) to De-Commissioning (mid-October).

- In-season Member Host tented events are subject to approval by the Board of Directors in consultation with a committee made up of (a) the House & Grounds Officer, (b) the Entertainment Officer and (c) the Food & Beverage Officer.
- The member’s request should be made at least 90 days in advance of the proposed event.
- The event shall have minimal impact on the Club and the members. A plan for off-site parking for non-member cars is required prior to event confirmation and subject to Club Manager’s approval.
- Specific approval for bands is required for tented in-season events.
- Member Host is responsible for cleanup, including proper disposal of ice (not to be spilled out on the lawn). Damage to facilities and grounds will be assessed against the Member Host’s account.

### **MANAGEMENT CONTACTS**

The Executive Chef oversees arrangements for private events.  
Contact: 207-781-9820, ext. 12 or [chef@pycme.net](mailto:chef@pycme.net).

### **TIME LIMIT**

10:00 PM is the end time for all events. The Club Manager has sole discretion to approve an exception to this limit in advance for special reasons. If the bar has been open, it will close at this time.

### **MEMBER PRESENCE AND RESPONSIBILITY**

The Member Sponsor and the event Host, responsible for the event, must be present at all times during the event.

The member is responsible for the actions of all attendees. Responsibility includes restricting guests to the rented areas and compliance with all Club Rules. The Club Rules are included in the roster provided to each

member annually. The Member Sponsor and/or Host must assure that all guests comply with the ban on smoking on Club property.

For all events, there will be a Manager on duty (“MOD”), present during all events. If the MOD identifies a problem, he or she will report it to the member so that the member can resolve the problem. If the member fails to act, the MOD has the authority to ask the offending person(s) to leave the Club. If the problem is extremely serious, the MOD has the authority to terminate the event.

If any damage is done to Club property during or as a result of the event, the Club at its sole option may charge the members for repairs.

### **SET-UP, DECORATIONS, AND CLEAN-UP**

Club staff will set the room for the event. This includes the setting of the tables and any stations. Please note that the Member Sponsor and/or Host is responsible for all rentals needed for the event in excess of those provided as part of the Rental Rate. The Event Manager will assist in ordering, receiving and returning of the rentals. Any decoration and/or flowers are the responsibility of the event Host.

As for decorating the room, Member/Sponsor may make arrangements with the Chef or Event Manager for a time to do so. This time must not interfere with other events, nor require Club staff to be available at times outside of normal work hours.

Decorations must be done in a manner that will not damage the Club in any way. Nothing can be taped to the wall. Decorations may be affixed using materials designed to make removal easy and without damage. All decorations must be removed within two days or prior to the next event, whichever comes first. We request balloons are not to be released to the sky from PYC property as deflated balloons and ribbons are harmful to the wildlife.

If the event is not catered by Club staff, the Member is responsible for restoring the rented space and any other club facilities employed to a clean and orderly state.

### **LIMITS ON PARKING**

The Club has a limited number of parking spaces and imposes limits on the number of guest cars. The Club may decline to rent function space if the proposed event would significantly reduce parking availability when large numbers of members are likely to be using the Club. Off-site parking arrangements must be reviewed with the Club Manager before the event is confirmed. The off-site parking and shuttle plan should be communicated to the event participants in advance of the event.

Depending on the time of year, date and time of the function, a limited number of guest parking spots may be provided in advance. If guest parking passes are provided, the Member Sponsor and/or Host is required to encourage carpooling from an off-site parking location.

During the Commissioned season, a PYC parking lot attendant is stationed at the gate entrance and will turn away cars without parking passes. Advance communication to event attendees will alleviate this pressure the day of your event.

During the De-commissioned season, the number of parking spaces is diminished, in part because the lot is used to store floats and Club boats and in part because plowed snow may build up on the lot. The member renting the Club during this period must take the limits on parking into consideration when planning the event. The Club will not incur any cost for additional snow removal or alternative transportation.

The Club recommends two off-site parking lots for overflow parking. Details are posted on the Club website: [www.portlandyachtclub.com/about-us/visitor-information/parking](http://www.portlandyachtclub.com/about-us/visitor-information/parking)

## **CANCELLATIONS**

*The Room Rental Fee is non-refundable less than five (5) days before the scheduled event. This provision may be waived if the cause of the cancellation is an unforeseeable emergency, such as a death, serious illness or accident. The waiver would require payment only of costs incurred by the Club.*

Additionally, if a Member Host or Member Sponsor cancels an event within 5 days before the scheduled event, he/she will be charged for any direct costs incurred by the Club, including but not limited to food purchases that cannot reasonably be used by the Club.

The Club reserves the right to cancel an event because of emergencies caused by weather, unexpected Club needs, or other unforeseen events. Notice of cancellation will be given as far in advance as possible. If the event cannot be rescheduled to a mutually agreeable date, the Club will refund ALL payments minus any expenses the Club has incurred but cannot recover.

## **TAX COMPLIANCE**

The Portland Yacht Club is a non-profit organization. To maintain that status, the Club must keep total income from non-members to under 15% of member generated revenue. Your agreement to these terms constitutes your representation that people attending the event are your guests and that you did not collect a per-person fee.

## **TOTAL COST OF THE EVENT**

**The total cost is based on the final number of expected guests** as reported not less than five days before the event.

Fifteen days prior to your event:

- 50% of your Food & Beverage Agreement is due

Five days (preferably sooner) prior to your event:

- Final number of guests must be confirmed

One day prior to or on the day of the event:

- The balance is due on your F&B Agreement



Payments must be made by check or credit card. PLASTIQ, the company that processes our credit cards, takes up to a 2.5% credit card processing fee for the convenience of paying by credit card. The percentage may be less for debit cards. Here is the link to pay by credit card: <https://www.plastiq.com/pay-portland-yacht-club/v14009/>. Event payments may not be billed to your Club account and do not apply towards your Dining Room minimum.

**CANCELLATION REFUNDS**

If a member cancels an event, he/she is hosting or sponsoring, refunds will be granted as follows:

Ten days prior to the event:

- 100% Refund may be made of the Food & Beverage Agreement and Room Rental

Six to Nine days prior to the event:

- 50% Refund may be made of the Food & Beverage Agreement and Room Rental

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Five days prior to the event:

- The Room rental fee is non-refundable.  
*(This provision may be waived if the cause of the cancellation is an unforeseeable emergency, such as a death, serious illness or accident. The waiver would require payment only for cost incurred by the Club).*
- Direct cost incurred by the Club, including but not limited to food purchases and rentals (including tents) that cannot be used by the Club are non-refundable.

The Club reserves the right to cancel an event because of emergencies caused by weather, unexpected Club needs, or other unforeseen events. Notice of cancellation will be given as far in advance as possible. If the event cannot be rescheduled to a mutually agreeable date, the Club will refund ALL payments minus any expense the Club has incurred but cannot recover.

THANK YOU FOR CHOOSING  
PORTLAND YACHT CLUB  
TO HOST YOUR EVENT.  
WE LOOK FORWARD TO SERVING YOU!

Rev3:February 24,2022