



LAKE CHAMPLAIN YACHT CLUB

Application, Rules and Checklist for Special Events

Event description: _____

Sponsoring Member: _____ (Must be a member of LCYC – NOT a child or relative or friend of a member)

Date of Event*: _____ **Start Time:** _____ **End Time**:** _____

* Events restricted to Mondays, Tuesdays or Thursdays only. No weekend dates permitted.

** In consideration of neighbors, use of PA system and/or loud music must cease by 10:00 p.m.

Use Fee: A fee of \$3.00 / guest is charged to the Sponsoring member to reimburse LCYC for use of the facility, its utilities and services. Additional charges may be necessary to account for special or unforeseen costs incurred by LCYC before – in preparation for the Event – as well as after the Event. LCYC reserves the right to levy such charges to pay for such costs.

Fee Calculation: _____ guests (non LCYC members) X \$ 3.00 per guest = \$ _____ use fee.

Liability Insurance Certificate: A copy of the certificate is required to be submitted with event application form.

Sponsoring Member must be present for the duration of the Event and is responsible for enforcing the following Rules for the use of the premises

1. The sponsoring member understands that this event is a non-exclusive use of the facility. Any LCYC member may use any part of the facility during this event without exception.
2. Leave the house and grounds as you find them. When in doubt as to whether it was there prior to the Event, clean it up! Inspect the premises with the steward and acknowledge conditions with your initials below prior to and following the Event.
3. READ and SIGN the hold harmless clause on the REVERSE SIDE of this form regarding alcohol at LCYC. Members should obtain a certificate from their own insurance agent/carrier. This document must specifically provide evidence of coverage for both general liability and liquor liability (if alcohol is to be served). Further, it must name LCYC as an additional insured for the date of the event.
4. Temporary enclosures:
 - Strictly follow the steward's instructions for location of tents, awnings, and anything else that may require stakes or posts being placed in the ground.
 - At least two means of escape from each enclosure will be established, marked EXIT's and maintained at all times during the event.
5. Vehicles and tents and tent stakes are prohibited in the area extending 20 ft. to the south of the Kitchen end of the building.
6. Parking: Sponsoring Member to control event parking. Fill spaces in gravel lots before allowing parking on the lawn.
7. Use of Kitchen: Whether you find the Kitchen clean or dirty, clean floor and countertops and any soiled appliances after use. Leave no food anywhere unless it is in the refrigerator or trash cans.
8. Trash control and removal: Place all debris and garbage in lined trash cans. Place all filled trash bags in dumpsters and leave cans with clean liners in them.
9. Lights and Locks: Turn out the lights and lock the doors if leaving after the stewards have left.
10. See that all other LCYC Rules and By-laws are obeyed. Refer to your copy of the current log.

Steward's Event Checklist

Items to verify with Initials at right	Before	After
Grounds clean and free of debris		
Clubhouse: Clubroom and Kitchen clean		
Clubhouse: Washrooms clean and orderly		
Clubhouse: Patios clean and orderly		
Parking lot and drives undamaged		
Lawn undamaged		
Trash placed in dumpster, leaving empty receptacles for use after the event		
Note/ additional items		

I, the Sponsoring member for this Event, agree with all of the above without reservation.

Signed: _____ Date: _____ Approved: _____ Date: _____ (Sponsor's Signature)

Sponsor's Printed Name: _____ Printed Name: _____



Please review and sign Agreement Regarding Use of Alcohol on reverse side



