



Escanaba Yacht Club Rental Policy

Document Information:

Approved by the EYC Board - November 13, 2023

- 1) The Clubhouse is available to rent by both members and nonmembers. A rental will not be placed on the schedule until the renter has completed and returned the rental application and liability forms, proof of insurance, payment of the rental fee, and security deposit to the rental chairperson.

- 2) Rental Season:
 - a. The rental season begins after the spring clean-up in May and ends with winterization.
 - b. The clubhouse is reserved for member use on Memorial Day Weekend, from June 15th to August 15th, and Labor Day Weekend.

- 3) Rental requests are received, reviewed, and approved by the Rental Coordinator. Rentals requiring Board Approval:
 - a. Rentals between June 15th and August 15th.
 - b. Memorial Day weekend and Labor Day weekend
 - c. Rentals on consecutive days.

- 4) Only non-commercial and non-political events are allowed. Events not within the intended purpose include, but are not limited to:
 - a. Political, political party, or candidate events.
 - b. Directly sell a product or service.
 - c. Attendance at the event requires or suggests a fee, admission, or donation to the event sponsor.
 - d. Promoting or representing a divisive social or civic issue.
 - e. Any event the Board deems as inconsistent to its purpose and the best interest of the EYC and its members.

- 5) Time limits for any rental are from 8:00 a.m. on the day of the event until 11:00 p.m. on the same day. This follows the City of Escanaba policy stating no noise in the harbor area or Ludington Park after 11:00 p.m.

- 6) Alcohol may be responsibly served, but never sold, during a rental. Alcohol is not allowed at high-school graduation events. Alcohol is not allowed to be consumed by anyone under the age of 21.
 - Use of alcohol on the premises of the Facility is subject to the rules and regulations of the State of Michigan Liquor Commission and the City of Escanaba. The Lessee agrees that there be absolutely no sale of alcohol in the Facility. Lessee shall be solely responsible for the method, means and control of alcohol beverages, if any, and Lessor shall have no responsibility for the method, means, or control of service of alcoholic beverages.
- 7) Additional day(s) of use:
 - a. If EYC members can use the Clubhouse during, there will be an additional charge is \$175.00 per day(s).
 - b. If EYC members are unable to use the Clubhouse, the additional charge is \$350.00 per day(s).
- 8) Clean-up of the Clubhouse must be completed by 10:00 a.m. the day following the event, or the security deposit will be forfeited.
- 9) Clean-up includes:
 - a. Washing and putting away all dishes, glasses, cups, and silverware.
 - b. Cleaning counter tops, stoves, sinks, refrigerator, and bathrooms
 - c. Sweeping, mopping, and vacuuming the floors.
 - d. Trash must be removed to an appropriate receptacle.
 - e. Remove any debris from the porch and lawn.
- 10) The EYC will provide dish towels, soap, paper towels, toilet paper, and restroom supplies. Not included in the rental cost and provided by the renter:
 - a. Paper plates, bowls, napkins,
 - b. Disposable utensils (spoons, forks, knives).
 - c. Table covering and decorations.
- 11) One check is required for the rental fee of \$350.00 plus the charge for additional set up time. A second check for \$175.00 is required for the security deposit.
- 12) A cancellation fee of \$200.00 will be charged with a 3-week notice, \$275.00 with a 2-week notice, and \$350.00 thereafter. The renter may choose whether the check for the security deposit is returned or voided after inspection of the Clubhouse by the rental chairperson.

- 13) The use of tents must be approved by the rental chairperson. Tents must be located within the area identified within this rental agreement.
- a. Must be located on the east side of the EYC Clubhouse (see diagram).
 - b. If tents are used, additional time will be allowed for installation and removal without additional charges.
 - c. For large groups, an adequate number of portable toilets must be provided.

EYC Tent Area



Escanaba Yacht Club - Rental Agreement

Complete the form below, sign, and return with two (2) checks to insure your date. Checks are made payable to the “Escanaba Yacht Club”. Return your payment and the completed Rental Agreement to the Rental Coordinator.

Rental Coordinator: Roxanne Branson
 1616 12th Avenue South
 Escanaba, MI 49829
 Email: roxannebranson@gmail.com Phone/Text: 906-280-0859

Rental Costs:

- Security/Clean-up Deposit: \$175.00
- Rental Fee: \$350.00 per day
 - Additional Charge:
 - Set up day with EYC members allowed to use the Club: \$175.00 per day.
 - Private Set up day. \$350.00 per day
- Provide SEPARATE CHECKS for the Rental fee and the Security Deposit. The uncashed security/clean-up deposit will be returned provided the terms of the rental are met in full.

Renter Name:	
Address	
City, ST Zip	
Contact Phone #	
Type Of Event	
Date of Event	
Insurance Company	
Payment	
Clubhouse Use	\$350.00 per day
Security/Clean-Up Deposit	\$175.00 (separate check)
Additional Setup Day(s)	\$
TOTAL ENCLOSED	\$

Renter shall indemnify, defend, and hold harmless the Escanaba Yacht Club (EYC), its officers, and agents from all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter’s use or occupancy of the EYC Facilities and adjoining property.

I have received and read the EYC Rental Policy and agree to the terms and conditions stated. I accept responsibility for any guest at the event and for the facility itself and understand that failure to adhere to any portion of the policies and procedures set forth under the EYC Rental Policy will result in forfeiture of the security deposit.

Signature: _____ **Date:** _____