

**Raritan Yacht Club
Non-member Private Event Club Contract**

The sponsoring member shall be in attendance for the entire event.

The sponsoring member shall be responsible for the behavior of the guests and for the costs of any damages to RYC. Entertainment shall be in good taste, keeping with the character of RYC.

Before completing this contract, contact the RYC Office by telephone (732-826-2277) or by email (rycoffice@aol.com) to reserve your desired date, room and time. Complete the contract below and return it, to the RYC Office no later than 5 days after your date has been confirmed. If the contract is not received within 5 days, the reservation may be lost. **A galley contract is also required and cannot be completed until this contract is signed and approved.**

Surf Room (60 Maximum, Dining Recommended 50)	\$ 65 Monday-Thursday	\$130 Friday-Sunday
Grill Room (120 Maximum, Dining Recommended 115)	\$125 Monday-Thursday	\$250 Friday-Sunday

RYC Sponsoring Member: _____ **Member Number:** _____

Telephone: _____ **Number Adults:** _____

Email: _____ **Number Children:** _____

Organization/Event: _____ **Room Requested:** _____

Day and Date: _____ **Time (from-to):** _____

Tax Exempt Organization **TIN:** _____

Food Service Requested: Please select one or two from the first column and one from the second.

- | | |
|--|--|
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Buffet |
| <input type="checkbox"/> Brunch | <input type="checkbox"/> Sit Down |
| <input type="checkbox"/> Lunch | <input type="checkbox"/> Other (To be discussed with Chef) |
| <input type="checkbox"/> Cocktail | |
| <input type="checkbox"/> Dinner | |
| <input type="checkbox"/> None (No food or beverage may be brought into the house or deck unless purchased from RYC.) | |

Bar Service Requested: Please select desired service.

- _____ Number of Bartenders Required (See below)
- Limited Service (Discuss with bartender)
 - Beer and Wine Only
 - Open Bar
 - Cash Bar
 - None (No food or beverage may be brought into the house or deck unless purchased from RYC.)

Upon approval of this event by RYC, a separate galley contract, signed by the sponsor or payor and the Chef must be completed.

**Raritan Yacht Club
Non-member Private Event Club Contract**

Beverage Service: The sponsoring member shall abide by all NJ ABC regulations. No individual under the age of 21 will be served any alcoholic beverage.

All beers, wines, liquors, cordials, and soft drinks shall be purchased from RYC. No outside alcoholic will be allowed.

RYC Bartenders shall provide the beverage service. One or more RYC bartenders shall be employed for **all** private events. A 20% gratuity will be applied.

Each bartender will be paid **\$100** for four hours, in advance, prior to the start of any event. After four hours the sponsor will be charged **\$35/hour** for each bartender. A bartender will be employed for every 45 guests (0-45 guests, 1 bartender; 46-90 guests, 2 bartenders; over 90 guests, 3 bartenders). Fewer bartenders may be permitted for limited bar service.

Payment: The galley and bar bills will be separate. If the total of this event is less than \$500, the sponsoring member may use his or her RYC member charge. Otherwise, this event, including the room rental fee, food, beverages, sales taxes and bartenders' fees shall be paid in full before or on the date of the event. The room rental fee, food, and beverages are all subject to NJ Sales Tax. A 20% service charge will be added to each bill. Payment may be made by credit card, debit card or by check payable to Raritan Yacht Club. If a credit or debit card is used, a **3% service charge** will be added to the total galley bill and total bar bill.

Guarantees:

1. The Galley shall be given the exact number of guests at least 3 days (72 hours) prior to the date of the event.
2. The galley will prepare the contracted menu for the contracted number of guests and the sponsor will be charged accordingly. The galley will try to accommodate guests in excess of 10% of the contracted number of guests. Any number of guests over the contracted number will be charged at the contracted rate.
3. If a guarantee of attendance is not received within 3 days of the event, the sponsor will be charged for the number of contracted guests and for any number of guests over the contracted number.

Cancellation Policy:

All cancellations must be submitted in writing at least 3 days (72 hours) prior to the date of the event. If the event is cancelled later, the sponsoring member will be responsible for any costs associated with the event.

*I, the undersigned, agree to the above-listed arrangements and understand that **any changes or cancellations** must be made a **minimum of 3 days (72 hours)** in advance of the scheduled event. I also realize that the member sponsor listed above is financially responsible for the guaranteed number and arrangements listed in this contract and that he or she will be present for the duration of the event.*

Agreed to: _____

Date: _____

(Sponsoring member)

Approved by: _____

Date: _____