

**CORTLANDT YACHT CLUB**

P.O. Box 119

Montrrose, NY 10548

EVENT DATE \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

**CLUB HOUSE RENTAL AGREEMENT FOR LICENSEES**

Cell Phone # 914-841-0544

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**Rental Fee to be paid in full at time of reserving: \$900.00**

Please make check payable to: MONCOR DEVELOPMENT CORP.

1. You will have the use of the kitchen to store, heat and assemble food. No cooking, broiling, or baking allowed. Exhaust fan must be on when warming food.
2. The upstairs lounge is not available during your function.
3. All decorations are to be removed and placed in trash
4. Tables are to be returned to their original positions.
5. Chairs are to be placed on top of tables.
6. All trash is to be placed in outside dumpsters.
7. All food and drink must be removed immediately after party.
8. Extra chairs and tables are to be stored in the coatroom.
9. If excessive cleanup is involved, the licensee will be billed.
10. The use of a smoke machine is strictly prohibited.
11. Cars **MUST NOT BE** parked on both sides of road – There must be access for emergency vehicles.

**DECORATIONS ARE NOT TO BE STAPLED, TACKED, TAPED, OR GLUED TO WALLS OR WOODWORK. DECORATIONS ARE TO BE ATTACHED TO TABLES ONLY. IF THERE IS ANY DAMAGE TO THE WALLS, WOODWORK, ETC., THE LICENSEE WILL BE BILLED.**

DO NOT TIE OR STAPLE BALLOONS/SIGNS TO THE CYC SIGN AT THE TOP OF THE DRIVEWAY. YOU MAY ATTACH BALLOONS TO THE STEEL ROD LOCATED NEAR THE CYC SIGN.

**FOOD SERVICE TABLES ARE TO BE PLACED IN THE LOBBY AREA NEAR THE COAT ROOM. FOOD SERVICE TABLES ARE NOT TO BE PLACED ON THE CARPETED DINING AREA, CERAMIC FLOOR BY THE BAR OR ON THE DANCE FLOOR.**

**CYC IS A SMOKE FREE FACILITY - SMOKING IS NOT PERMITTED INSIDE THE CLUBHOUSE.**

**CYC LICENSEES CAN RENT THE CLUBHOUSE FOR IMMEDIATE FAMILY MEMBERS. CYC LICENSEE MUST BE PRESENT AT THE FUNCTION, AND ALL CHECKS MUST BE WRITTEN BY THE CYC LICENSEE. LICENSEE AND/OR SPOUSE MUST BE PRESENT AT ALL TIMES (SETUP, FUNCTION, CLEANUP). FUNCTIONS MUST CONCLUDE BY MIDNIGHT.**

NOTE: The Cortlandt Yacht Club’s liquor license does not cover private parties. The renter is responsible for any alcoholic beverages consumed on the premises. LICENSEE IS NOT PERMITTED TO CHARGE ADMISSION FEES OR CHARGE FOR ALCOHOLIC BEVERAGES.

*Licensee agrees with and will abide by all of the above. Licensee’s initial \_\_\_\_\_*

**Cancellation policy:**

**A.) If you cancel 30-15 days prior to your rental date, your payment will be held and you can use it for another date.**

**B.) If you cancel 14-8 days prior to your rental date, 50% of the payment will be forfeited.**

**C.) If you cancel 7 days or fewer prior to your date of rental, 100% of the payment is forfeited.**

**\*\*\*If cancelled date is booked by CYC during B and C, 50% of the forfeited amount will be refunded.\*\*\***

**The Licensee agrees to hold the Cortlandt Yacht Club, it's officers, employees and agents harmless from any claim whatsoever arising out of the use and/or operation of the aforesaid premises and all areas of the Cortlandt Yacht Club property herein during the term of this contract. The Licensee assumes the responsibility and the risk for all persons who enter the property of Cortlandt Yacht Club because of Licensee's presence on property being located at Cortlandt Yacht Club.**

*I agree to the above conditions:* \_\_\_\_\_  
(Licensee's Signature)

*Signature of CYC Rental Coordinator* \_\_\_\_\_

*Date* \_\_\_\_\_