

# CORTLANDT YACHT CLUB

P.O. Box 119

MONROSE, NY 10548

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

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

## CLUB HOUSE RENTAL AGREEMENT

Between: Name \_\_\_\_\_ and Moncor Development Corp.

Address \_\_\_\_\_ Representative \_\_\_\_\_

Town/State \_\_\_\_\_ Phone # 914-841-0544 \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Sponsor \_\_\_\_\_

### PLEASE MAKE CHECKS PAYABLE TO: **MONCOR DEVELOPMENT CORP.**

\$ 1,460.00 Security deposit paid at time of rental. (Night Party-After 7 PM) Pd. \_\_\_\_\_ Date \_\_\_\_\_

\$ 1,200.00 Security deposit paid at time of rental. (Day Party-Ends by 7 PM) Pd. \_\_\_\_\_ Date \_\_\_\_\_

+\$1,200.00 Rental fee to be paid one month prior to event. Pd. \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ **Total fee**

Security deposit of \$1,200.00 will be returned to renter after acceptable conditions of premises is met, i.e. tables, chairs, etc. are to be returned to original position, decorations are to be removed, and trash is to be bagged and placed in dumpster. The additional \$260.00 will be used for 8 hours of onsite security. If the party is less than 8 hours, a refund of the unused hours will be returned. (An additional security fee of \$15 per hr will added for events falling on key holidays). The cleanup portion of the contract is included in the 8-hour security charge. If party is not completed on the hour the additional charge will be applied.

**YOU WILL HAVE THE USE OF THE FIRST FLOOR AND OUTSIDE PATIO ONLY. GUESTS ARE NOT ALLOWED ON THE SECOND FLOOR, THE UPSTAIRS DECK OR IN THE MARINA.**

**GUESTS ARE STRICTLY PROHIBITED FROM ENTERING THE MARINA BEYOND PARKING LOT GATE, WALKING ON THE DOCKS, OR THROWING STONES. VIOLATION OF ANY OF THE ABOVE WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT. AGAIN, NO ONE IS PERMITTED TO ENTER THE MARINA BEYOND THE GATE. RENTER WILL FORFEIT SECURITY DEPOSIT IF A GUEST OF THEIR PARTY IS FOUND INSIDE THE MARINA.**

**FOOD SERVICE TABLES ARE TO BE PLACED IN THE LOBBY AREA NEAR THE COAT ROOM. FOOD SERVICE TABLES ARE NOT ALLOWED ON THE CARPETED DINING AREA OR ON THE DANCE FLOOR. NO ITEMS ARE TO BE PLACED ON THE TILED FLOOR BY SLIDING DOOR.**

**CORTLANDT YACHT CLUB IS A SMOKE FREE FACILITY.**

**\*\* THE USE OF SMOKE MACHINES IS PROHIBITED \*\***

**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. THE RENTER IS NOT PERMITTED TO CHARGE ADMISSION FEES OR CHARGE FOR ALCOHOLIC BEVERAGES.**

*Renter agrees with, and will abide by, all of the above.*

*Renter's initial* \_\_\_\_\_

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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. You will have the use of the rolling bar.
3. The facility will be available on your scheduled day starting at 12:00 noon. Since the facility is located close to a residential area, **if you do not conclude your event by midnight there will be a charge of \$600.00. You must conclude your event by 2:00A.M.** (Arrangements must be made if you need the facility earlier than 12:00 noon on your event date.)
4. Food, beverages, etc. must be removed from the premises at conclusion of party.
5. The kitchen is to be left in the same condition as it was found.
6. Any tables not used are to be stored in the coatroom.
7. Unused chairs are to be stored in the coatroom.
8. **Renter must be present at function.**
9. Maximum capacity is **150** persons. **(Including Entertainment and Serving Staff)**
10. ***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. 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.**

**VIOLATION OF ANY OF THE ABOVE REGULATIONS CAN RESULT IN FORFEITURE OF PART, OR ALL, OF YOUR SECURITY DEPOSIT.**

**Cancellation policy:**

- A.) If you cancel 30-15 days prior to your rental date, your deposit will be held and you can use the deposit for another date.
- B.) If you cancel 14-8 days prior to your rental date, 50% of the deposit will be forfeited.
- C.) If you cancel 7 days or fewer prior to your date of rental, 100% of the deposit is forfeited.

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

**The Renter 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 Renter assumes the responsibility and the risk for all persons who enter the property of Cortlandt Yacht Club because of Renter's presence on property being located at Cortlandt Yacht Club.**

I have received a copy of this agreement and understand all the terms listed above.

Signature of Renter \_\_\_\_\_

Signature of CYC Representative \_\_\_\_\_

Date \_\_\_\_\_