



RENTAL AGREEMENT & APPLICATION

Those wishing to rent the Pine Beach Yacht Club should contact Stephanie Higham, our Club Rental Coordinator at rentals@pbycnj.org or 609-553-6566. An updated list of officers and their contact information is posted on the Officers and Executive Board Members Page.

If you're interested in joining PBYC, please contact the Chairman of Membership at membership@pbycnj.org.

Applicant Information

Title: _____ First Name: _____ Last Name: _____

Address 1: _____

City: _____ State: _____ Zip: _____

Email: _____ Mobile/Cell #: _____

Date Proposal Rental: _____ Time Start: _____ Time End: _____

Type of Event or Function: _____

How Many Guests Are Expected to Attend? _____

Method of Payment:

If paying by credit card, you will be invoiced separately and provided with a Credit Card Authorization Form to be mailed in or put into our lock box. Emailed forms will not be accepted. Payments made with a credit card will incur a 3.5% surcharge. Security deposits paid with a credit card will be returned via check.

FOR PYBC MEMBERS ONLY:

Will You Be Using the Club's Bar Services? _____ Yes _____ No

Caterers/Vendor/DJ Information

Please list any caterers, vendors, or DJs you expect to contract with in connection with your event. All vendors are required to provide a Certificate of Insurance (COI) that lists "Pine Beach Yacht Club" as "Additional Insured". All COIs must be provided to the Rear Commodore prior to the event.

Additional Information

Please provide the contact information of the person that should receive the deposit refund.

Full Name: _____ Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____

1. The Pine Beach Yacht Club, hereinafter referred to as “**PBYC**” is a private club and available to members and non-members for private events.
2. The club’s capacity is limited to a capacity of 83 persons seated on the second floor in Hoffman Hall as per the Pine Beach Fire Code.
3. When a private rental event is being conducted at the **PBYC**, members still have full access to the amenities at the club. (i.e., locker room, lower deck, dock, slips, beach and bathrooms). Members will be informed of the rental in advance and will be expected to demonstrate discretion in their activities so as not become a disruption to the event.
4. The renting member or any non-member hereinafter known as the “**Renting Party**,” shall be fully liable to the **PBYC** for any damage caused to the **PBYC** facility or equipment during the time of the rental, including set up or break down periods by the **Renting Party**, their guests or contractors. A refundable security fee of \$500 (made payable to the **PBYC**) is required to be submitted with this application/agreement and will be returned within two weeks if this application is not accepted. The refund of the security fee will be pursuant to the terms of Paragraph 9 of this agreement. The liability of the **Renting Party** shall not be limited by the amount of the security fee.
5. A cancelation fee of \$100 will be imposed if the rental agreement is cancelled by the **Renting Party** at any time after the reservation is accepted. An additional cancelation fee of \$100 will be imposed if this agreement is cancelled less than 30 days prior to the event.
6. The fee schedule for **PBYC** rentals is as follows:

Rental Type	Rental Fee
Member (less than 45 guests)	\$350
Member (Up to 83 guests)	\$600
Non-Member	\$850

All Rentals Require	Fee
Refundable Security deposit	\$500
Non-Refundable Cleaning Fee	\$150
Credit Card Surcharge	3.5%

Member Options	Fee
Bar Tender	\$150
Self-perform Cleaning	(\$150)

The rental fee is due 15 days prior to the scheduled event.

NOTE: Only Members have the option to utilize a club Bar Tender for their event; Only Members can waive the cleaning fee to self-perform cleaning for their event. If Self Performing the cleaning no cleaning services will be provided prior to your event.

- Rentals held between the Sunday prior to the start of the **PBYC's** Junior Sailing program and the close of Labor Day weekend are considered "**Summer Rentals**". During this period, **Summer Rentals** will be available to MEMBERS ONLY. There will be no Friday nights rentals or Friday night set-ups for next day rentals. No **Summer Rentals** will be considered until the calendar of Barnegat Bay Yacht Racing Association and **PBYC's** Junior Sailing program are finalized, and not until the **PBYC's** social and sailing schedules are established, no later than May 1.
- The Renting Party shall have access to the following facilities on the day of the reservation:

Kitchen

Refrigerator and freezer
Warmer and microwave
Preparation area

Hoffman Hall & 2nd Floor Deck

Restrooms (1st Floor)

Elevator (handicapped guests only)

Use of lift is also permitted to transport food between floors

Only members of the **PBYC** have the option of either using the club's bar service or bringing their own alcoholic beverages to the club.

Outside caterers are permitted to prepare and serve food using the kitchen facilities on the **PBYC** premises. There shall be no open-flame food preparation on the premises of the club and no additional preparation areas may be utilized.

- Prior to the event, the rental agreement of the **PBYC** will meet with the **Renting Party** to inspect the **PBYC** utilizing a check list which will signed prior to delivery of possession. Access to the **PBYC** will be provided two (2) hours prior to the event for the purpose of set up. If alternate arrangements are required, this will need to be reviewed and approved prior to rental. Access to the **PBYC** will be provided either by a temporary lock code or by a representative of **PBYC**. The **Renting Party** will be responsible for removing all items they bring to the **PBYC**, including but not limited to all equipment, decorations, food and beverages. The kitchen must be left in the same condition as the **Renting Party** finds it, i.e., no dishes in the sink, no leftover food, etc. All trash must be put in trash bags in the outside trash containers. All recycled bottles and cans (beverage containers) must be placed in the recycle receptacles outside and all cardboard must be broken down, flattened and be put on the counter at the side door to the **PBYC**. This cleaning process must be completed at the conclusion of the event.

All items brought into the club by the **Renting Party** must be removed from the premises of the **PBYC** by 9:00 AM of the following day. If the **PBYC** is not in the required condition as required by this paragraph, all or part of the security deposit may be forfeited.

The **Renting Party** is responsible for supplying, installing and un-installing decorations. The **Renting Party** is responsible for any damages caused as a result of installing decorations. Nails or other “permanent” adhering components are strictly forbidden.

10. If for any reason the **PBYC** becomes “unusable” and, in the reasonable opinion of the **PBYC**, cannot be utilized by the **Renting Party** due to an act of God or other circumstances beyond reasonable control of the **PBYC** and which occur after the rental agreement has been signed and accepted, the **PBYC** will notify the **Renting Party** as soon as reasonably possible and will provide a full refund to the **Renting Party**. The **PBYC** will take reasonable steps to correct the situation and will attempt to accommodate the **Renting Party** in securing an alternate date. The **PBYC** shall have no other liability to the **Renting Party** and by signing this application, the **Renting Party** hereby releases the **PBYC**, its members and officers from any and all liability for damages which may be suffered by the **Renting Party** resulting from or arising out of any cancellation of the rental as described in this paragraph.
11. In consideration of the acceptance of this rental application, the **Renting Party** hereby agrees to forever defend, indemnify and hold the **PBYC**, its members and officers, harmless from and against any and all expense, damage, or liability of any nature that results from or arises out of this rental. The liability of all renting parties shall be joint and several.
12. If the **Renting Party** employs any vendors of service providers in including but not limited to: Caterers, DJs, Event Planners, Bartenders, Decorators, etc. in support of the rental or of the event, the **Renting Party** shall provide no later than 15 days prior to the reservation date, a Certificate of Insurance issued by the vendors insurance company, evidencing that the vendor maintains insurance of the following types of coverage and with limits of liability no less than \$1,000,000.00 each occurrence and naming the **PBYC**, 700 Riverside Drive, Pine Beach, New Jersey as an Additional Insured: Commercial General Liability and Liquor Liability if any vendor provides alcohol/liquor for the event. Workers Compensation at statutory limits with Pine Beach Yacht Club as a Certificate Holder.
13. By signing this application, the undersigned acknowledges that they have read and understand the foregoing terms and conditions and agree that any rental resulting from this agreement shall be on such terms and conditions.

By signing this agreement, I/we accept the terms hereof and intend to be legally bound hereby.

_____ Date: _____
Renter's Signature

Please attach a copy of your current State-issued Driver's License.

_____ Date: _____
PBYC Agent's Signature

PBYC Agent's Name (Print name)