



Deep Cove Yacht & Sport Club

4420 Gallant Avenue
North Vancouver, BC V7G 1L2

Venue Rental Package

Non-Members

www.deepcoveyc.com
dcyc@telus.net
604.929.1009

Name: _____
Rental Date: _____
Amount Paid: _____

About The Venue

Deep Cove Yacht & Sport Club (DCYSC) is a private Club located in Deep Cove in beautiful Panorama Park overlooking deep cove.

*The rental facilities include the Clubhouse lounge, and/or the deck. Both areas are well appointed making them ideal for many types of events: **Weddings, Birthdays, Retirement Parties, Conferences, Meetings, Memorials, and Barbeques.***

Key Facts

- *The Lounge has high ceilings, ocean facing floor to ceiling windows, a dance floor, a well-stocked bar and a kitchen.*
- *The Lounge will comfortably accommodate up to 80 people for a sit-down dinner or 110 people for a stand-up cocktail reception.*
- *Free parking for 3 vehicles is available directly next to the Club on the day of your event in the designated DCYSC members' parking lot.*

Our enthusiastic and professional staff is available to help you personalize and coordinate your special event.

For information, to enquiries about availability, or to book a rental date, please contact our Office Manager at 604.929.1009 or dcyc@telus.net.

To view the clubhouse weekends, please contact the club caretaker at 604.929.1009 (press 2). The caretaker's hours are Wednesday through Sunday 9:00AM – 5:00PM.



Terms and Conditions

The following terms and conditions apply to the rental of the Deep Cove Yacht & Sport Club and must be agreed to by all persons booking these facilities.

1. **The Clubhouse** is available for rent:
 - a. Wednesday and Thursday during the day (9:00am – 5:00pm);
 - b. Saturday (12 noon – 12:00am).
2. **Facilities Rental Charges** – The Clubhouse rental includes the services of bar staff. However if the bar revenue for the function is less than \$400.00 a labour charge of \$80.00 will apply. Any additional labour requested by the client will be charge at an hourly rate of \$18.00 per hour per person. **Food service and clean-up must be arranged with caterer.**
3. **Security/Damage Deposit** – a refundable security/damage deposit of \$500 is required to cover event cancellation or loss or damage to Club property arising from the facilities rental. This must be paid upon booking.
4. **Rental Fees** - must be paid upon booking.
5. **Bar Payment** - at the end of the event, any outstanding bar bills must be paid in full. This bill must be paid by Debit Card or Credit Card **No cheques will be accepted.** A 15% gratuity fee is applicable on a host bar or host portion of bar.
6. **All Prices are subject to change without notice.**
7. Our **liquor license** will not permit any alcoholic beverages to be brought into the Club. Alcoholic beverages **MUST** be served by our staff.

Should a **specific alcoholic beverage** be desired that is not available on the Club's list, the client may provide the BCLB-SKU product number and the quantity desired and the Club will purchase this product on your behalf. All such purchases are subject to the Club's pricing policy.

All alcoholic beverages are subject to the 10% provincial tax and the 5% goods and services tax.
8. **Food Services** – the Club's in house chef Zoltan Csapkay Ph: 604-868-4142. Clients may decide on any caterer of their choosing. The Club **kitchen facilities** are to be used for warming and setting up purposes only. There is to be no cooking in the Club kitchen at any time. The cooler may be used for refrigeration purposes if necessary. The bartender is the only person allowed inside the cooler, or other authorized personnel. There is a limit of 2 persons to be assigned to the kitchen, providing food services. Clean-up must be arranged with caterer; the bar is not responsible for food dishes/cutlery clean-up.

A commercial **barbeque** is available for rent.
9. **Confetti** and/or **rice** are not permitted on Club property. The use of **helium balloons** is not permitted inside the Clubhouse. The use of any of the mentioned items may result in the loss of the Security/Damage Deposit. The use of bubbles is permitted. **Decorations** of any kind may not be attached to walls and painted surfaces or removal of pictures, trophy's etc.
10. **Entertainment** is the responsibility of the renter booked by the renter. SOCAN (Society of

Composers, Authors and Music Publishers of Canada) fees are applicable. SOCAN requires that the users of music obtain a SOCAN license to perform, or authorize others to perform, copyright music in public. To ensure the appropriate license is, in fact, in place, the policy of the Deep Cove Yacht & Sport Club will collect and remit the required fee to SOCAN. The fee for an event with dancing is \$62.72 incl. GST and without dancing \$31.34 incl. GST. Please note that the use of music without a valid SOCAN license may lead to a legal action for copyright infringement under the Copyright Act of Canada.

All music must be shut down at the same time as the bar.

11. The **bar** must be **closed** at 12:00am on Saturday evening rentals and all guests must vacate the building by no later than 12:30am. On Monday and Tuesday evening rentals the bar is closed at 11:00pm and all guests must vacate the building no later than 11:30pm.
12. The Clubhouse is a **non-smoking** facility. Ashtrays are provided outside on the deck. There is to be no smoking outside the main entrance of the Club.
13. **Parking** for the rental party is **limited to 3 stalls in the DCYSC parking lot**. These spaces are available after 12:00pm on the day of the event. Parking is available in the park and on streets surrounding the club.
14. **Guests** attending any rental function are **restricted** to the Clubhouse and the deck. Non-members are not permitted on the ramp or docks.
15. For **Clubhouse entry** on the day of the event please make arrangements with the Office Manager or Caretakers prior to the event.
16. **The facilities must be left in the same condition as they were prior to the event. Any furniture that is moved must be returned to its original location.**
17. **Cancellation** - Notice of cancellation must be received in writing thirty (30) days prior to the event. If the Club is unable to re-rent the facility the Security/Damage deposit will be forfeited. All other rental fees will be refunded in full.

Security/Damage deposit and rental fees will be refunded less a \$100.00 administration fee if the event is cancelled 30 days prior to the event and the Club is able to re-rent the facility for the cancelled event date.
18. **Waiver - The Deep Cove Yacht & Sport Club, its officers, staff and members shall not be held responsible of any accidental damage sustained by people or their property while on Club premises. The renter is liable for any and all losses or damages to Club property.**

Please indicate acceptance of these terms and conditions by signing below.

Client Authorization

Signature: _____ Date: _____

DCYSC Authorization

Signature: _____ Date: _____

Rental Date: _____

Event & Rental Information

Name of Renter(s): _____ Phone: _____

Address: _____

Date of Rental: _____ Start time (incl. set-up): _____

Number of guests attending: _____ Event description: _____

Food

Catering Company: _____

Contact Name: _____ Tel: _____

Food Served: _____ am/pm

Beverage

Bar Opens: _____ am/pm Bar Closes: _____ am/pm (must close 12 am Sat)

Type of Bar: Cash Host Tickets Other _____
 Specialty wines or beverages _____

Clubhouse Rental Fees:

	Rate	GST	Total
Saturday Night – high season May, June July, August, September, November 16-30 and December	\$750.00	\$37.50	\$787.50
Saturday Night – low season January, February, March, April, October and November 1-15	\$450.00	\$22.50	\$472.50
Wednesday-Thursday Day	\$250.00	\$12.50	\$262.50
Hourly (Wed-Thu day or Fri & Sat morning) Saturday dependent upon Sat evening prime rental	\$100.00	\$5.00	\$105.00

Rental fees for this event: _____

plus refundable Damage Deposit: \$500.00

Total fees due upon booking: _____

Rental fees include:

- 14 Tables & ~70 chairs
(Clubhouse and deck)
- Dance Floor
- Bar Staff

- Bar Glassware

- CD player, iPORT, MP3 cable

Available for rental at additional charges:

Item	Rental	Required	Total
Barbeque	\$ 85.00		
Linen (per table cloth)	\$ 10.00		
Podium	n/c		
Microphone	\$8.00		
Television and DVD for meetings	\$ 25.00		
Plate - 10 inch round (per plate)	\$ 0.38		
Plate - 6 inch bread and butter/dessert	\$ 0.30		
Coffee Mug	\$0.35		
Cutlery (fork/knife/spoon)	\$ 0.35		
Coffee urn	\$12.50		
Chafing dish and sterno fuel	\$30.00		
Awning installation & removal of sides	\$150.00		
Awning installation & removal of front enclosure	\$150.00		

Accessory Rental Sub-total: _____
(Payable to bar day of rental; GST added where applicable)

All Kitchen rentals are to be washed/sanitized by the renter/caterer and returned to the kitchen in the storage from which they were rented. DCYSC furniture, fittings, glassware, china, cutlery, etc. may not leave the premises.

Note: Payment is due the day of the rental and any damage to, or loss of; the items will be deducted from the renter's damage deposit. Broken or missing items are subject to replacement cost: Dinner plate \$5.00, 6" plate \$4.00, Coffee mug \$2.00, Missing Cutlery \$2.50 per item, Chafing Dish \$125.00.

Music (CD player and MP3 port/cable are available for your use)

DJ/Band Name: _____ Tel: _____

SOCAN Fees: Dancing \$62.72 No Dancing \$31.34 \$: _____

Amount Enclosed: _____

Outstanding Balance (if any): _____

Client Signature: _____ *Date:* _____