



## Deep Cove Yacht & Sport Club

4420 Gallant Avenue  
North Vancouver, BC V7G 1L2  
deepcoveyc.com  
604-929-1009

# Venue Rental Package

*Member Sponsored*

*(Sponsor must be present for duration of event)*

Rental Date: \_\_\_\_\_

Name of Renter: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Sponsor Phone Number: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

## About the Venue

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Deep Cove Yacht & Sport Club (DCYC) is a private Club located on the waterfront of Deep Cove in beautiful Panorama Park overlooking Deep Cove.

The lounge has high ceilings, ocean facing floor to ceiling windows, a dance floor, well stocked bar, and functional kitchen (walk in cooler, ovens and food preparation space).

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

### KEY FACTS

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The Clubhouse is available for rent:

- ❖ Monday, Tuesday, and Wednesday (9:00 am – 11:00pm)
  - ❖ Thursday (9.00am – 5.00pm)
  - ❖ Friday (9:00am – 2:00pm)
  - ❖ Saturday (9.00am – 12:00 midnight)
  - ❖ Sundays (9.00am-1.00pm) \*\*negotiable during low season ONLY
- The lounge will comfortably accommodate up to 80 people for a sit-down dinner or 110 people for a stand-up cocktail reception.
  - The patio has a capacity of 40 people at any given time.
  - Parking for 4 vehicles (in total) is provided in pre-designated DCYC spaces directly behind the Clubhouse on the date of your event. No additional parking spaces will be available. No switching of spaces is possible unless arranged prior to the event with the Caretaker.

### CONTACT INFORMATION

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- For information, availability, viewings & bookings, please contact our Office & Operations Manager:
  - ~ Email: [officemanager@deepcoveyc.com](mailto:officemanager@deepcoveyc.com)
  - ~ Telephone: 604-929-1009 option 1
  - ~ Text: 604-929-1009
- To view the clubhouse outside of office hours, please contact the club Caretaker:
  - ~ Telephone: 604-999-9960
  - ~ The Caretaker's hours are Wednesday through Sunday 9:00AM – 5:00PM
  - ~ For **Clubhouse entry and any set-up** on the day of the event please make arrangements with the Caretaker at least one week prior to the event
- For bar specific arrangements, please contact our Bar Manager:
  - ~ Email: [barmanager@deepcoveyc.com](mailto:barmanager@deepcoveyc.com)
  - ~ Telephone: 604-929-1009 option 2

# Terms and Conditions

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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. Facilities Rental Charges

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- The event/rental must be for the member (or any persons that fall within that membership). Members may NOT book a rental under their membership on behalf of a Non-Member. Any members found to be abusing the use of member rates will be charged a penalty by way of forfeiture of the \$500 deposit.
- Rental & damage deposit fees must be paid in full upon booking. We do not “hold” dates.
- Payment is only accepted from the person renting the facility.
- Damage deposits can only be returned to the person renting the facility.
- Bar revenue for functions must be a minimum of **\$500**. If this amount is not met, the difference will be charged at the end of the function.
- Rental Fee includes: All tables, all chairs, dance floor, bar staff, bar glassware, use of TV screens as required, club sound system, lectern and microphone.

## 2. Pack down

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- Pack down of the venue is the responsibility of the renter. The facilities & kitchen must be left in the same condition as they were prior to the event. There will be a fee of \$150 taken from the damage deposit for any significant messes that are not cleaned up, including furniture not returned to its original place, and decorations not removed.
- The Club will be responsible only for vacuuming and mopping the venue after an event.
- Garbage & recycling must be disposed of in the bins provided beside the parking lot.
- All rented or outside items brought in for the event **MUST** be removed by 10:00AM the day following your rental. We do not allow collection of items after this time or on future days unless otherwise arranged via the third-party rental company.
- In the case that an event is booked for the morning following your event, the club will communicate this with you and arrange a suitable solution for an alternative collection time.

## 3. Deposit

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- A refundable deposit of \$500 is required to cover loss or damage to Club property arising from the facilities rental. This must be paid in full upon booking.
- If damage to the facility or property is sustained over the value of \$500, the renter will be liable for the outstanding amount.
- If there is no damage, the refundable deposit will be returned via cheque to the renter within two weeks post event.
- Forfeiture of your deposit will be actioned should event guests be found to be parking in any non-authorized parking spots.

## 4. Bar & Bar Payment

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- At the end of the event, any outstanding bar bills must be paid in full. Payment is required by Cash, Debit Card, or Credit Card only. No cheques will be accepted.
- There is a corkage fee of \$15.00 per 750ml bottle for all wine that is requested to be brought in for your event. No other liquor items can be brought in.
- All alcoholic beverages are subject to PST Liquor Tax and GST.
- Our liquor license does not permit any alcoholic beverages to be brought into the Club by patrons. All alcoholic beverages **MUST** be served by our staff and may not be taken off the licensed premises.
- Alcohol may only be consumed within the club’s licensed area which includes the main clubhouse floor, the clubhouse mezzanine floor, and outdoor patio only.

- **The bar must be closed:**

- Monday, Tuesday, and Wednesday evening rentals at 11:00pm and all guests must vacate the building no later than 11:30pm.
- Saturday evening rentals at 12:00am (midnight) and all guests must vacate the building by no later than 12:30am.
- Please communicate with our Bar Manager regarding:
  - Automatic Gratuity fees on a host bar or host portion of bar
  - Available liquor, wine, and beer
  - Ordering of any wine required specially for your event
  - Specialty drinks or signature cocktails requested

## **5. Food Services & Equipment**

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- The Club kitchen facilities are available for food storage, heating, cooking & staging purposes, as well as food waste clearing and dish cleaning.
- Renters are requested to provide a caterer of their choice. DCYC allows two authorized persons only to be allowed in the kitchen area.
- Potluck Rentals are allowed.
- A portion of the walk-in cooler space is provided for use.
- A barbeque is available for rent and must be cleaned after use.
- Renters/Caterers are responsible for providing or renting their own:
  - Kitchen Equipment
  - Dishes & Cutlery
  - Barbeque Utensils
  - Linens (see our available rental rates on next page)
  - Table Glassware (see our available rental rates on next page)
  - Decorations

## **6. Entertainment**

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- All third-party entertainment is the responsibility of the renter and is booked by the renter.
- All music must cease at the same time as the bar service.
- Club surround sound system is provided for use with personal playlists
- Club microphone is provided for use
- Club TV screens are provided for use for personal slide shows or imagery

## **7. Other Rules & Regulations**

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- Confetti and/or rice are not permitted on Club property.
- The use of helium balloons is not permitted under any circumstances inside the Clubhouse.
- The use of bubbles is permitted.
- Decorations of any kind may not be attached to walls or painted surfaces.
- The removal or relocation of pictures, trophies, etc. is not permitted.
- Furniture, including tables and chairs both inside and outside, must be placed back to their original location.
- Clubhouse flags must not be removed or altered in any way.
- Guests attending any rental function are restricted to the Clubhouse and the outdoor patio.
- Non-members are not permitted on the ramp or docks.
- The Clubhouse and deck are non-smoking. No smoking is allowed anywhere on the premises or near the entrances.
- We will **ONLY** communicate with the renter. You are responsible for providing these rules to your Caterer, Event Planner, and other relevant parties.
- Set up and entry time must be arranged with the Caretaker a minimum of 1 week before event

***Not adhering to Club Rules & Regulations may result in the loss of the Damage Deposit.***

**8. Cancellation**

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The following cancellation policy shall apply unless agreed by the House Manager under force majeure circumstances:

- All Cancellations are required in writing (email accepted)
- For any Cancellation of event:
  - The deposit fee will be forfeited but the rental fee will be refunded in full.
  - The club reserves the right to cancel any event. In this instance, all fees will be returned in full.

**9. Fees**

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All fees are subject to change without notice.

**10. Waiver**

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**The Deep Cove Yacht & Sport Club, its officers, staff, and members shall not be held responsible for any accidental damage sustained by people or their property while on Club premises. The renter is liable for 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 Information

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Name of Renter(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Start time (incl. set-up): \_\_\_\_\_ End Time: \_\_\_\_\_

Number of guests attending: Adults \_\_\_\_\_ Children \_\_\_\_\_

Event description: \_\_\_\_\_

## FOOD:

Will there be food served at your event? \_\_\_\_\_

Caterer Name (or self catered): \_\_\_\_\_

Arriving on site at (time): \_\_\_\_\_

Tel. \_\_\_\_\_ Email \_\_\_\_\_

## BAR:

Are you requiring Bar Service? \_\_\_\_\_

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

Type of Bar:  Cash  Host  Drink tokens  Other \_\_\_\_\_

## PARKING: (Space for 4 vehicles TOTAL – includes Caterer, Guests & Organizers)

# Spaces required for organizer/guests: \_\_\_\_\_ # Spaces required for Caterer/s: \_\_\_\_\_

## Any other rental notes:


## Clubhouse Rental Fees

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	<b>Rate</b>	<b>GST</b>	<b>Total</b>
<b>Saturday ALL DAY EVENT – High Season</b> May 1 - September 30, November 16-30, and December 1-31 (Bar may open from 2:00pm)	\$1,800.00	\$90.00	<b>\$1,890.00</b>
<b>Saturday EVENING EVENT – High Season</b> May 1 - September 30, November 16-30, and December 1-31 (Bar may open from 5:00pm)	\$1,200.00	\$60.00	<b>\$1,260.00</b>
<b>Saturday ALL DAY or EVENING – Low Season</b> January 1 - April 30, October 1-30, and November 1-15 (Bar may open from 2:00pm)	\$780.00	\$39.00	<b>\$819.00</b>
<b>Sunday MORNING EVENT – Low Season</b> January 1 - April 30, October 1-30, and November 1-15 (9.00am-1.00pm Only)	\$480.00	\$24.00	<b>\$504.00</b>
<b>Monday, Tuesday, Wednesday DAY or EVENING</b>	\$500.00	\$25.00	<b>\$525.00</b>
<b>Hourly Rates</b>	\$120.00	\$6.00	<b>\$126.00</b>
Thursday DAYTIME (9.00am-5.00pm)			
Friday MORNINGS (9.00am-2.00pm)			
Saturday* MORNINGS (* dependent upon evening rentals)			

Rental fees for this event including GST: \$ \_\_\_\_\_

Refundable Deposit: + \$ \_\_\_\_\_ 500.00

**TOTAL DUE AT TIME OF BOOKING:** \$ \_\_\_\_\_

# Rental Information

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**Available for rental at additional charges:**

Item	Rental (each)	Required	Total \$
Barbeque	\$85.00		
Coffee Machine	\$20.00		
Urn (for tea/coffee/hot chocolate)	\$12.50		
Linens 60x60 (15 white available)	\$15.00		
Linens 60x120 (6 white available)	\$20.00		
Linens 90 rounds (4 white available)	\$20.00		
Napkins (100 available)	\$ 1.00		
10 oz wine glasses (150 available)	\$ 0.50		
9 oz water glasses (100 available)	\$ 0.50		
Champagne Flutes (100 available)	\$ 0.50		
Coffee/Tea Mugs	\$ 0.50		

**Rentals will be charged at end of event by the Bar Manager.**

(GST will be added where applicable)

**Note:** Any damage to, or loss of, the items will be deducted from the renter's deposit. Broken or missing items are subject to replacement cost.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DCYSC Authorization: \_\_\_\_\_

Date: \_\_\_\_\_