



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

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

The rental facilities include the Clubhouse lounge and 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.
- The patio has a capacity of 40 people at any given time.
- Free parking for 3 vehicles is available next to the Club on the day of your event in the designated DCYSC members' parking lot.

CONTACT INFORMATION

- For information, availability and bookings, please contact our Office Manager:
 - Email: officemanager@deepcoveyc.com
 - Telephone: 604 929 1009 option 3
- 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** on the day of the event please make arrangements with the Caretaker 2 weeks prior to the event: 604 999 9960.
- To contact our Bar Manager:
 - Email: barmanager@deepcoveyc.com
 - Telephone: 604 929 1009 option 2

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:
 - Monday, Tuesday, and Wednesday (9:00 am – 11:00pm)
 - Thursday and Friday during the day (9:00am – 3:00pm)
 - Saturday (12 noon – 12:00am)
 - Sunday (9:00am – 12:00pm. Negotiable depending upon season)
 -
2. **Facilities Rental Charges**
 - Rental Fees must be paid in full upon booking. We do not “hold” dates.
 - Payment is only accepted from the person renting the facility.
 - Deposits can only be returned to the person renting the facility.
 - Bar revenue for functions must be a minimum of \$400. If this amount is not met, the difference will be charged at the end of the function.
 - Rental Fee includes: 20 tables, 100 chairs, dance floor, bar staff (and glassware), CD player, MP3 player, microphone.
3. **Clean-Up**
 - Clean-up is the responsibility of the renter. The facilities must be left in the same condition as they were prior to the event. There will be Clean-up Fee of \$150, taken from the damage deposit for any messes that are not cleaned up, including furniture not put back to where it was originally set up and/or decorations.
 - The Club will only be responsible for vacuuming and mopping the venue after an event.
 - Garbage must be disposed of in the Garbage bins by the parking spaces.
 - All items brought in **MUST** be removed by the end of your rental. We do not allow pick up of items the next day.
4. **Deposit**
 - 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 to the renter within two weeks after the event.
5. **Bar & Bar Payment**
 - At the end of the event, any outstanding bar bills must be paid in full. Payment is required by Debit Card or Credit Card only. **No cheques will be accepted.**
 - There is a corkage fee of \$15 per bottle for all 750ml wine that is requested to be brought in for your event. No other liquor can be brought in.
 - All alcoholic beverages are subject to PST Liquor Tax and GST.
 - Our liquor license will 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.

Terms and Conditions Cont'd

- **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 and all guests must vacate the building by no later than 12:30am.
 - Please speak to our Bar Manager regarding:
 - Gratuity fee on a host bar or host portion of bar.
 - Available liquor, wine, and beer
6. **Food Services & Equipment**
- The Club **kitchen facilities** are for heating purposes only.
 - No cooking of food is permitted.
 - 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 **barbeque** is available for rent and must be cleaned after use.
 - Renters are responsible for providing their own:
 - Kitchen Equipment
 - Barbeque Utensils
 - Linens (see rates on next page)
 - Dishes
 - Glassware (see rates on next page)
 - Cutlery
 - Decorations
7. **Entertainment** is the responsibility of the renter and is booked by the renter. **All music** must be shut down at the same time as the bar.
8. **Other Rules & Regulations**
- **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, trophy's, 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 touched or altered in anyway.

Terms and Conditions Cont'd

- **Guests** attending any rental function are **restricted** to the Clubhouse and the deck.
- 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.

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

9. We will **ONLY** communicate with the renter. You are responsible for providing these rules to your Caterer, Event Planner, and other relevant parties. **You must arrange your set up time with the caretaker 2 weeks prior to your event.**

10. **Cancellation**

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

- All Cancellations are required in writing.
- For Cancellations thirty (30) days or more prior to the event:
 - If the Club is unable to re-rent the facility, the rental fee will be forfeited but the deposit will be refunded.
 - If the Club can re-rent the facility for the cancelled event date, the deposit and rental fees will be refunded less a \$100 administration fee.
- For Cancellation under thirty (30) days prior to the event:
 - The rental fee and deposit will be forfeited if the club is unable to re-rent the facility.
 - If the club can re-rent the facility, the deposit will be returned less a \$100 administration fee.
 - The club reserves the right to cancel any event. In this instance, all fees will be returned.

11. All fees are subject to change without notice.

12. **Waiver - 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 & Rental Information

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

Is this a catered event (yes/no): _____

Caterer: _____ Tel. _____ Email _____

Bar

Are you requiring Bar Service (yes/no): _____

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

Type of Bar: Cash Host Tickets Other _____

Any other rental notes:

Clubhouse Rental Fees:

	Rate	GST	Total
Saturdays ALL DAY EVENT – high season May - September, November 16-30, and December (Access: 12pm onwards. Bar open from 2:00pm)	\$1,500.00	\$75.00	\$1,575.00
Saturdays EVENING EVENT from 5:00 pm – high season May - September, November 16-30, and December	\$1,000.00	\$50.00	\$1,050.00
Saturday – low season January - April, October, and November 1-15	\$650.00	\$32.50	\$682.50
Monday – Wednesday day/evening	\$390.00	\$19.50	\$409.50
Hourly (Wed-Thu, day or Fri, Sat & Sunday morning) Saturday dependent upon evening rentals	\$100.00	\$5.00	\$105.00

Seasonal: Sundays may be negotiable.

Rental fees for this event including GST: _____

plus, refundable Deposit: \$500.00

Total due at time of booking: _____

Event & Rental Information Cont'd

Available for rental at additional charges:

Item	Rental (each)	Required	Total
Barbeque	\$85.00		
Coffee urn	\$12.50		
Linens 60x60 (15 white available)	\$15.00		
Linens 60x120 (2 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		

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: _____