



Deep Cove Yacht & Sport Club

4420 Gallant Avenue
North Vancouver, BC V7G 1L2

Venue Rental Package

Member Sponsored

Sponsor`s name: _____

Sponsor`s signature: _____

Sponsor`s Telephone #: _____

deepcoveyc.com
604.929.1009

Name of Renter: _____

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 next to the Club on the day of your event in the designated DCYSC members' parking lot.*

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

CONTACT INFORMATION:

- *For information, availability and bookings, please contact our Office Manager:*
 - *Email: officemanager@deepcoveyc.com*
 - *Telephone: 604 929 1009 option 3*
 - *The Office is open Monday through Wednesday 9:00AM – 3:00PM*
- *To view the clubhouse on weekends, please contact the club Caretaker:*
 - *Telephone: 604 929 1009 option 1*
 - *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 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 and Tuesday (9:00 am – 11:00pm)*
 - *Wednesday and Thursday 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** – The Clubhouse rental includes:
 - *Rental Fees must be paid in full upon booking. We do not “hold” dates.*
 - *The facility in “as is” condition.*
 - *The services of bar staff. All liquor on site must be served by our bar staff. Bar revenue for functions must be a minimum of \$400.*

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. 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.*

4. **Damage Deposit**
 - *A refundable damage 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 damage 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 liquor that is requested to be brought in for your event.*
 - *All alcoholic beverages are subject to 10% PST Liquor Tax and 5% GST*
 - *Our liquor license will not permit any alcoholic beverages to be brought into the Club. All Alcoholic beverages **MUST** be served by our staff and may not be taken off the licensed premises.*
 - *The **bar** must be **closed**:*
 - *Monday and Tuesday evening rentals, the bar closes at 11:00pm and all guests must vacate the building no later than 11:30pm.*
 - *Saturday evening rentals, the bar closes 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
 - Dishes
 - Cutlery
 - Decorations

7. Entertainment is the responsibility of the renter and is booked by the renter. SOCAN (Society of Composers, Authors and Music Publishers of Canada) fees are applicable.

SOCAN requires that the users of copyrighted 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 is to collect and remit the required fee to SOCAN. The fee for an event with dancing is \$62.13 and without dancing \$31.04. 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.

9. 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.
- Clubhouse flags must not be touched or altered in anyway.
- **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 is a **non-smoking** facility. Ashtrays are provided outside on the deck.
- There is to be no smoking outside the main entrances of the Club or where there are "No Smoking" signs posted.

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

10. **Cancellation**

- *All Cancellations are required in writing.*
- *For Cancellations thirty (30) days prior to the event:*
 - *If the Club is unable to re-rent the facility, the Rental fee will be forfeited but the damage deposit will be refunded.*
 - *If the Club is able to re-rent the facility for the cancelled event date, the damage 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 will be forfeited, but the damage deposit will be refunded less a \$100 administration fee.*

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 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: _____ Email: _____

Address: _____

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

Number of guests attending: Adults _____ Children _____

Event description: _____

Food

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

If yes,

Caterer Contact Info:

Name: _____ Tele. _____ Email _____

Beverage

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

If yes,

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

Type of Bar: Cash Host Tickets Other _____

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
Monday, Tuesday, day/evening	\$390.00	\$19.50	\$409.50
Hourly (Wed-Thu day or Fri, Sat & Sunday morning) Saturday and Sunday dependent upon Sat evening prime rental Seasonal: Sundays may be negotiable.	\$100.00	\$5.00	\$105.00

Rental fees for this event: _____

plus refundable Damage Deposit: _____ \$500.00

Rental fees include:

- 20 Tables & ~100 chairs
(Clubhouse and deck)
- Dance Floor
- Bar Staff
- Bar Glassware
- CD player, MP3 cable

Available for rental at additional charges:

Item	Rental	Required	Total
Barbeque	\$ 85.00		
Coffee urn	\$12.50		
Awning installation & removal of sides	\$150.00		
Awning installation & removal of front enclosure	\$150.00		

Accessory Rental Sub-total: _____
(GST added where applicable)

Note: 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.

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

DJ/Band Name: _____ Tel: _____

SOCAN Fees: Dancing \$59.17 + GST \$2.96 = \$62.13 No Dancing \$29.56 + GST \$1.48 = \$31.04 \$: _____

Total fees due upon booking: _____

Amount Enclosed: _____

Outstanding Balance (if any): _____

Client Signature: _____ Date: _____

DCYC Authorization Witness: _____ Date: _____

Cleaning fee and furniture moving fee if applicable: \$ _____