

LADYSMITH YACHT CLUB
REQUEST FOR USE OF CLUBHOUSE FOR PRIVATE FUNCTION

Print this form and contact the Commodore or Vice-commodore for approval.

All applications to be submitted, with payment, two months in advance of the scheduled event.
Cheques payable to Ladysmith Yacht Club.

Clubhouse Usage Policy: the LYC clubhouse may be used for the following purposes.

1. Marine related organizations meetings - \$25.00 per day
2. Club Members close personal family events - \$50.00 per day
3. Other Club Member sponsored social events, as approved by the LYC Executive - \$50.00 per day

MEMBER'S NAME _____

REASON FOR REQUEST _____

DATE REQUESTED _____

(subject to availability)

By signing below the member agrees that:

- * all arrangements and supplies for this function are his/her responsibility
- * non-members attending this function are his/her responsibility while on club premises (this includes Ladysmith Marina docks.
- * he/she will remain on the premises until the last non-member has left.
- * he/she will fulfill all necessary liquor licensing requirements if liquor is served.
- * he /she will read the "Clubhouse Information" booklet hanging in the galley.
- * he/she will make an entry in the "logbook" hanging in the galley
- * he/she will have all guests sign the Guest Book on the podium at the side entrance.
- * he/she will ensure that the clubhouse is left in the same condition in which it was found.

MEMBER'S SIGNATURE _____

Date of signing: _____

COMMODORE/VICE COMMODORE APPROVAL

SIGNATURE _____

Date of approval: _____

NOTIFICATION OF THE CLUBHOUSE COMMITTEE

INITIALS _____