



# Kingston Cove

## Yacht Club

~~~~~Founded in 1969~~~~~

Welcome to the Kingston Cove Yacht Club where sweeping views of the Port of Kingston Marina, State and County Ferries, Appletree Cove, Puget Sound and Mt. Rainier frame a memorable setting for your special event.

The Kingston Cove Yacht Club can be reached easily and directly in 30 minutes from Edmonds by the Washington State ferry or 40 minutes from Seattle on the Kitsap Country fast foot ferry. Both ferry rides are among the most beautiful and scenic rides on Puget Sound. Free transportation is also available to the Point Casino & Hotel and Clearwater Casino by prior arrangement with the Casino. And, of course, the club is on the eastern shore of the Kitsap Peninsula, which is an easy drive from all locations in Kitsap, Jefferson, Mason and Pierce Counties.

Whether it's an intimate party or a gathering of up to 84 people, the Clubs many amenities are sure to support a special outcome for you and your guests. Kingston Cove Yacht Clubs' amenities include:

- The spacious clubroom is 1030 square feet which includes a 280 square foot hardwood dance floor.
- Eight 60" round tables, Three 4'X8' rectangular tables, Seventy folding chairs
- 48" Big Screen TV with wi-fi capability.
- Professional kitchen
- Full bar area & Ice Machine
- Restroom facilities
- 580 square foot outside deck with 5 tables and 20 chairs
- A reception/sign in desk.

**Rental Manager: Colleen Carey**

**Cell: 360-860-1861 Email: [Rentals@KCYC.org](mailto:Rentals@KCYC.org) OR [clcareyms@ymail.com](mailto:clcareyms@ymail.com)**

**Mailing Address: P.O. Box 81,  
Kingston, WA 98346**

**Clubhouse Address: 25815 Washington Blvd. NE, Kingston, WA 98346**

## Kingston Cove Yacht Club Rental Information and Rates

### Renter / Rate Definition

Renters are individuals or organizations. Rental rates are **Regular** or **Discounted**.

The Discounted definition includes:

- Members of established boating organizations.
- Kingston residents must actually reside within the boundaries of the Port of Kingston Port District and provide a residence address on this application.
- Non-profit organizations showing proof of their non-profit status.
- KCYC Members in good standing at the date of the application and the date of the event pay per Board policy.

All renters not defined in the **Discounted** definition use the **Regular** rates.

|                           | <b>Regular</b>                                                | <b>Discounted</b> |
|---------------------------|---------------------------------------------------------------|-------------------|
| Weekend                   | \$70/hr.                                                      | \$50/hr.          |
| Weekday                   | \$50/hr.                                                      | \$40/hr.          |
| 1/Month<br>(40% Discount) | \$36/hr. at least 4 mos.<br>No kitchen fee.<br>2 hr. minimum. | Same              |
| 1/Week<br>(50% Discount)  | \$30/hr. at least 26 wks.<br>No kitchen fee.<br>2 hr. minimum | Same              |
| Kitchen<br>With club      | \$25 Flat Fee                                                 |                   |
| Kitchen Only              | \$25/hr.                                                      |                   |

#### ADDITIONAL KCYC CONDITIONS

- 1) Rental time includes set up and clean up, therefore most rentals will have 2 hour minimum.
- 2) \$200 Refundable Cleaning Deposit.
- 3) Rental Fee and Cleaning Deposit paid with reservation or at least 30 days in advance.
- 4) Up to 50% of the Rental Fee may be retained in the event of cancellation of an individual event at the discretion of KCYC.
- 5) In the event of a contract cancellation for 1/Month and 1/Week Rentals, 50% of the remaining fees will be payable to KCYC.

**Renter will provide two separate checks, each to the Kingston Cove Yacht Club as follows:**

Rental fee:           \$ To be determined (Separate check)  
Cleaning deposit   \$ 200.00 (Separate check, refundable within 2 weeks after the event)

# Kingston Cove Yacht Club Rental Agreement

PO Box 81 Kingston, WA 98346

Rental Manager: Colleen Carey

Phone: 360-860-1861 E-mail: [rentals@kcydc.org](mailto:rentals@kcydc.org)

[www.kcydc.org](http://www.kcydc.org)

**In addition to completing this application, please read the “Rules for Use of the KCYC Clubhouse Facility” as described in Exhibit One of the Rental Agreement relating to the use of the KCYC facility. Sign and return with your application.**

## **Renter Information** (Please fill out completely)

Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Proposed Use: \_\_\_\_\_

Will you be using the Kitchen? \_\_\_\_\_ If yes, will you be using the cook stove top? \_\_\_\_\_ Oven? \_\_\_\_\_

Expected group size (maximum 84): \_\_\_\_\_ Proposed Date(s) of Use: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Hours (Duration) of Event: \_\_\_\_\_

Will there be an admission fee or collection of funds solicited? \_\_\_\_\_

How did you hear about the club? \_\_\_\_\_

## **Terms and Conditions:**

The Applicant agrees to rent the Kingston Cove Yacht Club (KCYC) Clubhouse Facility upon the Terms and Conditions stated herein. The Applicant represents and warrants that the information given in this application is correct and that the person signing has authority to act on behalf of the Applicant.

### **The Applicant agrees to:**

1. Exercise the utmost care in the use of the KCYC premises and property.
2. Save and hold the KCYC harmless from any and all liability resulting from use of the Clubhouse Facility for this event.
3. Abide by the “Rules for the Use of the KCYC Clubhouse Facility” as described in Exhibit One attached to this Rental Agreement and incorporated herein by this reference.
4. Obtain any special permits required for the event. Serving/Consuming any alcoholic beverages requires a banquet permit. (<https://cb.wa.gov/>)
5. Reimburse the KCYC for any and all damages arising from the applicant’s use of KCYC facilities.
6. In the event that a lawsuit or other type of action is brought by any party under this Rental Agreement to enforce any of its terms, it is agreed that the prevailing party shall be entitled to recover its legal cost, including reasonable attorney’s fees.

**Payment of Rental Fees:**

1. The Rental Fee: \$ \_\_\_\_\_ Check# \_\_\_\_\_
2. The Cleaning Deposit: \$200.00 Check# \_\_\_\_\_
3. The Rental Fees and Cleaning Deposits are payable in advance to the KCYC. 50% of the Rental Fee may be retained by KCYC at KCYC's option if the rental event is canceled or otherwise does not occur on the date reserved.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants Printed Name \_\_\_\_\_ Signing Capacity: \_\_\_\_\_

**Return this completed application with appropriate payment to:**

**Colleen Carey  
C/O Kingston Cove Yacht Club  
P.O. Box 81  
Kingston, WA 98346**

***Please read, sign and return Exhibit One Rules & Regulations along with this application.***

| <b><i>Rental Manager's and KCYC Treasurer's Use Only</i></b> |                        |                   |                                |
|--------------------------------------------------------------|------------------------|-------------------|--------------------------------|
| Date Application Rec'd:                                      | _____                  | Exhibit One Rec'd | _____                          |
| Rental Mngr. Sig:                                            | _____                  |                   |                                |
| <b><i>Checks Received with Application:</i></b>              |                        |                   |                                |
| Facility Rental                                              | Check Amount: \$ _____ | #: _____          | Dated: _____                   |
| Cleaning Deposit                                             | Check Amount: \$ _____ | #: _____          | Dated: _____                   |
| Name and ID on Checking Account:                             | _____                  |                   |                                |
| Post event building condition:                               | _____                  | Initials:         | _____                          |
| Deposit returned: Date:                                      | _____                  | Amount: \$ _____  | Check #: _____ Initials: _____ |

**Exhibit One – Rules & Regulations of KCYC Clubhouse are on pages 5 and 6 of this document.**

## **Exhibit One - Rules & Regulation of KCYC Clubhouse**

***Please read and provide a signed copy of this Exhibit to the Rental Manager with the Application.***

### **Definition of the Clubhouse Facility:**

The KCYC Clubhouse Facility is real and personal property leased and occupied by KCYC under agreement with the Port of Kingston and located at 25815 Washington Blvd. NE, Kingston, Kitsap County, WA 98346.

The KCYC Clubhouse Facility includes the fixtures and furnishing owned by KCYC that are located in the Clubhouse Facility. The KCYC Clubhouse Facility is referred to herein as the "Clubhouse".

### **General Membership Clubhouse Use Rules:**

1. Clubhouse usage by Members during a non-rental status shall be limited to private, infrequent use for nonofficial meetings and gatherings with other club Members and non-Members.
2. The Clubhouse may not to be used as an extension of living quarters or personal living or recreation space.
3. Members agree that a Member's access without a Rental Agreement in force will not limit access to any other Members during the same time period. When not under a "Rental Agreement", the Clubhouse will be open to all Members in good standing with paid in full dues.
4. All Members will be equally responsible for checking the KCYC calendar and rental schedule so as to not allow their activities to interfere with scheduled clubhouse events and rentals.
5. These Rules are not intended to restrict the access or use of KCYC facilities to dues paying KCYC Members but are intended to limit the liability of KCYC resulting from use by Members and Non-Members and their Guests for personal, rental, sanctioned and non-sanctioned events and gatherings.
6. The KCYC Rental Agreement, the Rental Fee Schedule or other applicable Rental Fee Schedule and the Cleaning Deposit charges as stated in the Rental Fee Schedule shall always apply to every rental event.

### **Rules for Rental and Other Use by Renters:**

1. Fifty percent of the Rental Fee may be retained by KCYC at KCYC's option as a non-refundable reservation deposit if the rental event is cancelled or otherwise does not occur on the date reserved.
2. A Cleaning Deposit is payable as specified in the Rental Rates once your rental request has been approved by the Rental Manager and is refundable based on Paragraph 4 below.
3. The Rental Fee and Cleaning Deposit must be paid in full thirty days in advance of the rental date.
4. The Cleaning Deposit is refundable if there is no damage or loss of property, the room is cleaned to original condition and any furnishings that have been moved are replaced to their original location and the Rules set forth herein have been followed strictly. The Rental Manager must inspect the Clubhouse, agree and sign off that all of these conditions have been met to receive a refund of the Cleaning Deposit.
5. Use of the kitchen and bar facilities and the club's utensils are extra cost and, if rented, are available only as specified in the Rental Agreement.
6. No beer kegs are allowed inside the Clubhouse building.
7. Smoking is prohibited in the Clubhouse.
8. The Clubhouse may not be used for any purpose not stated in the Rental Agreement and approved by the Rental Manager.
9. Kingston Cove Yacht Club is not responsible for any lost or stolen articles.
10. Renters shall be responsible for cleaning up after themselves, to include washing and drying dishes used, vacuuming, sweeping and mopping of floor as required.
11. Renters agree to adhere to the "if I didn't bring it, I won't use it" approach to the use of food or consumable items stored for club functions.
12. No permanent change to the Clubhouse shall be made without the approval of KCYC Board of Directors or the General Membership.
13. Streamer-type confetti is the only confetti product allowed for use inside the Clubhouse.
14. Rental of the Clubhouse can only occur with a signed and approved Rental Agreement in place.

15. Rental of the Clubhouse is dependent on the specifics of the Rental Agreement, but never includes KCYC stored food or any stored beverages either alcoholic or nonalcoholic.
16. KCYC shall supply replacement trash can liners, toilet paper and paper towels for use during a rental period.
17. Any damaged and or missing KCYC property must be repaired or replaced at the Renters expense. Renters agree to reimburse the Kingston Cove Yacht Club for all damages or losses not covered by, or exceeding, any Cleaning Deposit held by KCYC pursuant to the applicable Rental Agreement.
18. The Renter accepts responsibility for obtaining any necessary banquet or other permits related to the Renter's purpose for the rental.
19. Music, whether live or taped, shall end no later than midnight. Volume may be monitored and the Renter agrees to adjust volume if requested by the Port of Kingston or by a KCYC member.
20. The Clubhouse must be closed no later than 1 AM and all items brought in by the Renter must be removed at that time.
21. The Clubhouse must be returned to its original condition commencing immediately after the function. With prior approval for cleaning on the next day following the event, this must be done by 10am, unless the Rental Manager has extended the cleaning time in writing before the rental event. Violation of this policy will result in forfeiture of the Cleaning Deposit.
22. Occupancy of the Clubhouse is limited to 84 persons and the Renter agrees to monitor the event for compliance of occupancy limits.
23. No decorations are to be glued or nailed to any surface. Tape is not to be applied to tables or chairs. Clubhouse front desk and couches are not to be moved from their current position.
24. Service or Possession of Alcoholic Beverages and Other Intoxicants: All Renters are solely responsible for obtaining the proper state licensing and permits for serving alcoholic beverages for banquets, parties and other functions in accordance with Washington State RCW's, WAC's and Liquor Control Board Rules and Regulations. The Renter agrees to act responsibly and legally regarding alcohol consumption by themselves and their guests. No minors under the Washington State drinking age of 21 will be allowed to consume alcohol on the premises at any time. Any consumption of alcohol or intoxicants of any kind while using the KCYC Clubhouse for any purpose shall be done at the Renters sole risk and responsibility, and no liability shall be assumed by KCYC. This specifically includes "BYOB" functions sponsored by Renters. The Renter agrees to hold the Kingston Cove Yacht Club harmless in the event damage or accidents occur on or off the premises due to the consumption of alcoholic beverages or other intoxicants by the Renter and/or their guests. The Renter shall be totally and solely responsible for any and all accidents or damage to person or property caused by the serving of alcoholic beverages.
25. The Renter is solely responsible for the conduct of its guests and others on the premises of the Clubhouse as the result of the Renter's use of the Clubhouse.
26. Special Conditions and Other Notes:

**By signing below, the Renter acknowledges that he / she has read the above Rules for the Use of the KCYC Clubhouse Facility; that he / she understands them; and that he / she agrees to follow them.**

**Renter Signature:** \_\_\_\_\_

**Printed Name & Signing Capacity:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

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