



Atlantic Highlands Yacht Club

6 SIMON LAKE DRIVE • P.O. BOX 123, ATLANTIC HIGHLANDS, NJ 07716 • (732) 291-1118 • WWW.AHYC.NET

APPLICATION FOR USE OF THE AHYC FACILITIES

(This is not an exclusive use-of-club agreement. Members may still use the club during your event.)

Member/Organization Name _____ Member # _____

Contact Name (if organization) _____

Address _____ City _____ Zip code _____

Telephone: Day _____ - _____ - _____ Evening _____ - _____ - _____ Cell _____ - _____ - _____

Purpose of the event _____ Number attending _____

Date requested ____/____/____ Time requested: From ____: ____ AM/PM to ____: ____ AM/PM

FOOD SERVICE: shall be provided by the AHYC Galley. For catering menu and estimate, contact the Club Chef at 732-291-1118. Please note all alcoholic and non-alcoholic drinks must be provided by the Bar. (Please check one)

- Food service needed
- Food not being served

DISHES/FLATWARE: Club Dishes/flatware Needed Paper/plastic being brought in (no charge)

CLEANING: Mandatory - Will be billed at prevailing rate

ENTERTAINMENT: (Name) _____ (Phone No.) _____ - _____ - _____

(All vendors must have General Liability and Workers Compensation Insurance. If the Application is approved, proof of insurance must be presented to the Galley/Bar Committee not later than 10 working days before the event.)

DECORATIONS: No decorations, balloons, piñatas, signs, etc, shall be attached to any surface, or furniture by the use of tape, nails, thumbtacks, glue, or other means that could mark, discolor, or cause damage in any way.

HOUSE RULES: All House Rules must be followed. (House Rules listed on the reverse side.)

POST EVENT RESPONSIBILITIES: Prior to leaving the Club facility after the event:

1. Arrangements should be made in advance to remove all leftover food and personal items at the conclusion of the event. Do not leave leftover food in the refrigerator.
2. All financial obligations with the Club must be finalized.
3. If it is necessary to access the Club on the day following your event, make advanced arrangements with the Club House Committee Chair.

Fees and Charges: See reverse side of this form for schedule of Club facility use fees. Applications for private parties not fitting into the listed categories will be reviewed by the Galley/Bar Committee to determine a fair fee. All such fees will be charged to the sponsoring member's account upon approval of the application unless other arrangements for payment have been made. Damages to the club's facilities or inadequate cleaning will be billed to the member's account based on costs to correct problems to the satisfaction of the Galley/Bar and/or House Committee.

Applications should be submitted to the Galley/Bar Committee at least 30 days before the proposed event date.

TOTAL to be charged to member's account _____ Refundable deposit rec'd, if required: Yes No

Club Member's (Sponsor) Signature: _____ Date: _____

Approved: Chairperson, Galley/Bar Committee _____ Date: _____

(Please see the next page for more information regarding use of the Club.)



HOUSE RULES

(Revision 10/15/2015)

1. The AHYC is for the exclusive use of its members, their families and guests. (October 2011)
2. Members are responsible for the registration and conduct of their family and guests. (October 2011)
3. Members, their family and guests shall respect the rights of others. They shall be suitably attired, as befits the occasion. Shirts are required at all times Hats are allowed to be worn in the bar area at any time. Bare feet and bathing suits are not permitted. (July 17, 2014)
4. All hats and coats are to be hung in the coat room. (October 2011)
5. Under NO circumstance will minors (under age 21) be allowed at the bar. (October 2011)
6. Anyone under the age of 21 will not be served at the bar. (Juy 2015)
7. Under NO circumstance shall alcoholic beverages be brought into, or taken out of the club. (October 2011)
8. Gambling is not allowed in the club. (October 2011)
9. Smoking is not permitted at any time inside the club. (October 2011)
10. Pets are not permitted in the club at any time. (October 2011)
11. Soliciting, for any purpose, is not allowed without the permission of the House Chairperson. (October 2011)
12. Private functions are permitted, with the approval of the Galley/Bar Committee and with oversight of the BOG. Applications for such use shall be filed with the House Chairperson and presented to the Galley/Bar Committee. (October 2011)
13. The kitchen facilities shall not be used without prior approval of the Galley/Bar Chairperson. (October 2011)
14. Outside food is not permitted in the club without notifying the Galley/Bar Chairperson in advance for approval except when the Galley is closed.
15. All open bar tabs shall be signed. Unsigned tabs will be charged a 20% gratuity. (October 2011)
16. Services shall terminate 15 minutes before closing time. (October 2011)

For Office Use Only

AHYC Facility Use Fee Schedule

(March 16, 2017)

Private Social Party sponsored by member for self, relative, friend (e.g., wedding, shower, birthday, etc.)

- Less than 15 people – \$50.00
- 15-50 people – \$75.00
- Over 50 people – \$150.00

Private Party sponsored by member for non-related group or organization (e.g., association, school, etc.)

- Less than 15 people – \$100.00
- 15-50 people – \$150.00
- Over 50 people – \$300.00

Additional Charges

- Open club earlier than normal business hours – \$25.00/hour
- Addition of 2nd bartender (consult with Galley/Bar Committee)

NOTE: The Club reserves the right to request a refundable deposit for large private parties (over 50 people) to insure that the club is cleaned and restored to its normal appearance. The amount of the deposit is to be set as required as a condition of accepting the use request.

Modification and addition to fees for usage of the Club may be made by the Galley-Bar Committee as may be required on a case by case basis.