



2012 PYC Private Party Use Guidelines

To reserve the club for a party of 12 to 75, please check **PYC's online calendar** (my.calendars.net/pyc10_calendar) for availability, then contact a PYC Officer by phone or email (see below) and provide the following information:

- **Date and time of day of event, and how many are expected to attend.**
- **Who is the event sponsor?** *A PYC member in good standing must act as sponsor and be in attendance during the event. As sponsor, he or she is fully responsible for the safety of their group and for both the security and cleanup of the club after the event.*
- **Do you need to use the Commodore's Room?** *On weekends from 9 am to 5 pm an attendant is present and the room should be open, but may have to be cleaned up. Weekdays and after hours special arrangements may have to be made.*
- **Do you need one or more club attendants?** *If so, to hire each attendant for the time worked is \$10.50 per hour. He or she will assist with proper cleanup, security and closure of the facility. The attendant(s) should be paid directly at the end of the event.*
- **Has a third-party caterer been contracted?** *If so, it is the duty of the sponsor to make sure the catering service has a "certificate of insurance" which covers the following:*
 - › Names PYC as an Additional Insured on their General Liability Policy with respect to their use of PYC's premises. Their General Liability limits should be \$1,000,000 per occurrence, \$2,000,000 aggregate.
 - › Show Evidence of Workers Compensation coverage, preventing a claim being put in under PYC's Workers Compensation Policy for injuries sustained by the vendor, any of the vendor's employees or any other person or entity the vendor brings on to the premises to perform services.
 - › And if they are serving liquor, they need to give you a Certificate of Insurance showing that they have Liquor Liability coverage of at least \$1,000,000 per occurrence, and also names PYC as an Additional Insured under this policy.

Please note the following:

- A donation of \$3-\$5 per guest is suggested based on the amount of time reserved and number of attendees involved. **Make donation check payable to PSA (Pettipaug Sailing Academy).**
- As sponsor, he or she ensures that the group will abide by all PYC rules as posted and as described in the Membership Yearbook. All guests should be made aware that the water in the restrooms (heads), outdoor shower and garden hoses comes directly from the river and is not drinkable (potable). Generally, there is adequate propane for the grill with an extra tank, but it is best to double-check just before your event.
- When reserved for your event no other large group functions will be scheduled at the same time and date, but understand that the club will be open and available to its members for their normal use on a "not-to-interfere" basis. **Note: a Members-Only Area with two picnic tables and grill has been set up north of the clubhouse which should not be moved and private party guests should not use.**
- No alcoholic beverages are to be left overnight at the club. Tables, chairs, games and all other items brought to the premises for this event will be removed promptly at the end of the event.
- From late June to mid August the club is used for the Pettipaug Sailing Academy (PSA) classes until 4:30 pm on weekdays. No event preparations can begin until after PSA classes end. (See Online Calendar for schedule.)
- Other PSA programs listed below have also been planned for the 2012 season and will require the use of the Commodore's Room and docks from 8:30 am to 6:00 pm:
 - > Powerboat Instruction Program – (See Online Calendar for schedule.)
 - > PSA Instructors Programs: Level 2 & Level 1 – (See Online Calendar for schedule.)

A PYC Officer will call back or email to verify the information, then mail out the **PYC Private Party Use Agreement** (original and copy) with all your event information filled in. Please read carefully, then fill out and sign both the original and copy. Retain the original and mail back ASAP the signed copy with donation check to: **PYC • P.O. Box 372 • Essex, CT 06426**
The signed agreement copy must be received prior to the event date. The original agreement must be in the possession of the sponsor during the event.

PYC is all about having FUN and enjoying this special place on the Connecticut River. The Officers and Board of Governors encourage PYC members to take full advantage of the grounds, facilities and boating opportunities for themselves and their friends.