



SHATTEMUC YACHT CLUB est. 1884

P.O. Box 29 Ossining, NY 10562

www.shattemuc.org (914) 941-8777

(Please completely Read these Rules for Rental before filling out the rental form** revised 10/09/23)**

(*NOTE: You must Email IMAGES of all SIGNED and COMPLETED Rental Forms AND the Checks, to the Clubhouse Director to reserve your rental date*— clubhouserental@shattemucyc.org The completed forms and checks must then be mailed to the address above.)**

(ALL FORMS MUST BE DOWNLOADED, PRINTED OUT AND SIGNED: 1-Rental Form, 2-Rules Form.)

The Shattemuc Clubhouse is **ONLY** available for rental to Members, **ONLY** for social and family gatherings.

(*Never for ANY event that charges a FEE to attendees*)

Shattemuc Yacht Club reserves the right to review all rental requests.

*****BAR SERVICE IS REQUIRED FOR ALL RENTALS****

Rules and Conditions for Rental of the Shattemuc Yacht Club Facilities

1. All reservations must be made a **MINIMUM of FIVE WEEKS prior** to the rental date.
2. The SYC Clubhouse is **NOT available** for rental from:
The Friday BEFORE Memorial Day Weekend, until AFTER Labor Day Monday.
3. A **non-refundable reservation fee of \$200.00** is required **with the rental form** in order to reserve and secure the date. **If rented**, the **\$200.00** will be applied to the 'Net Due' cost for the rental. (See the rental form.)
4. A **refundable security deposit of \$500.00** is also required **with the rental form, along with** the \$200.00 reservation fee. (*The deposit is refunded if there's no damage to the property, and extensive cleaning is not required for the Clubhouse.)
5. If a refund is due, the security deposit will be refunded 4-6 weeks after the event.
6. **FULL PAYMENT** for the **Net Due** of the rental is required **THREE WEEKS prior** to the event.
7. Shattemuc Yacht Club cannot guarantee the availability of the facility in the event of severe weather or other conditions which may result in a facility closure. In the event of a cancellation by Shattemuc due to unforeseen circumstances, the renter is entitled to a **full refund**.
8. The Clubhouse can not be rented for use during any **TWO CONSECUTIVE DAYS**.
9. Members renting the Clubhouse facility **AND** their guests have exclusive use of the Main Downstairs Clubroom, Kitchen, and the **Southern and Western adjacent porch decks**. They are not permitted in any other areas.
10. All areas and facilities other than those exclusively reserved for the renter and their guests, are not available for use by any SYC member associated with the rental for the duration of the reservation.
11. **Clubhouse Bathrooms** are always available for anyone to use. Renters and their guests **DO NOT** have exclusive use of them. The upstairs areas are **ALWAYS** available for use by other club members. They are not part of the rental.
12. People renting the facilities and/or their caterers are responsible for washing all club utensils, the Clubhouse and kitchen areas, and any equipment used, including but not limited to: silverware, dishes, cups, counters, sinks, stove, bar, tables, work surfaces, and any other club property that was used and remains onsite after the event.
13. Please leave the premises in the same (or better) condition as when you arrived.
14. No tape, staples, push pins, or items that can damage walls, floors, tables or other furniture and surfaces, may be used for decorations or to mark areas on the floors and other surfaces.

15. **Please be extremely careful when moving furniture** so as not to scratch the floor. We want to keep the floor in good condition.
16. **NO outdoor chairs OR porch furniture** may be brought into the Clubhouse. **The outdoor furniture will damage the Clubhouse floors.** Also, the **INDOOR** furniture **CAN NOT** be used outside.

---RULES FOR BAR SERVICE---PLEASE READ RULE 17 CAREFULLY---

17. **The BAR FEES (per person/per hour) are MANDATORY and **MUST** be selected from these **TWO CHOICES ONLY:** *Beer/Wine/Soda OR Full Service***

{*(READ THIS IF RENTER WANTS TO BRING THEIR OWN BEVERAGES:)***}**

If the renter has chosen **FULL SERVICE**, they **MAY** bring **Hard Liquor** to **SUPPLEMENT** the **Mandatory Bar Service**. If the renter has **NOT CHOSEN FULL SERVICE**, they may **ONLY** bring **Beer/Wine/Soda** to **SUPPLEMENT THAT LEVEL** of **Mandatory Bar Service**.)

*****YOU MUST STILL PAY THE MANDATORY BAR FEES, NO EXCEPTIONS***}**

***ALL BEVERAGES MUST BE SERVED BY THE BARTENDERS ONLY!!**

***MEMBER RENTERS AND THEIR GUESTS MAY NOT SERVE THEMSELVES!!**

***THIS IS ACCORDING TO NY STATE LAW!!!. NOT A SHATTEMUC Y.C. POLICY!!**

***Some rentals may require 2 bartenders, to be determined by the SYC Bar Manager, this will not affect the rental price.**

18. Occasionally, for some rentals and events a Security Guard may be requested or required. The Security Guard can only be provided and approved by the Shattemuc Yacht Club, and will be an additional cost to the rental fee at the "prevailing market rate".
19. The Member Renter is responsible for the conduct of all their guests, and should also notify their attendees about the rules pertaining to permitted locations during the rental.
20. **The Renter is responsible for their guests, alcohol consumption, legal drinking age requirements, and the safe transportation of any attendees that should not be allowed to operate a motor vehicle due to over indulgence at the event.**
21. **The Bartenders SHALL BE THE SOLE JUDGE of whether to refuse service to anyone who exhibits excessive intoxication, no exceptions.**
22. **S.Y.C. reserves the right to deny rental for reasons including, but not limited to, club scheduling conflicts, facility issues, personnel shortages, and unforeseen circumstances.**

I agree to all the Terms and Rules of the Shattemuc Yacht Club rental as put forth in this Rules Document:

NAME (print): _____

SIGN: _____

DATE: _____