

19 WING COMOX YACHT CLUB (19WCYC)

FACILITY USER AGREEMENT

TERMS AND CONDITIONS FOR A CLUB FUNCTION REQUEST

The undersigned agrees to the following :**APPLICATION MUST BE RECEIVED BY THE COMMODORE NO LATER THAN 2 WEEKS IN ADVANCE OF FUNCTION, OR THEY WILL NOT BE ENTERTAINED.**

1. Be responsible for making arrangements with the Rear Commodore for booking of a bartender, use of Kitchen & BBQ facilities on approval of this request.
2. The function OPI is responsible for the conduct of all guests and loss or damage of F&E belonging to the Club.
3. The club function OPI will provide the Commodore with a minimum guarantee on the number of guests attending not to exceed 55.
4. Decorations are not to be fastened to the interior/exterior of the building and/or its contents with anything which may cause damage to the building and/or its contents. **Confetti/Rice is not to be used in or around the Club under any circumstances.**
5. Furniture, if moved, is to be put back.
6. The conduct of all function guests is the responsibility of the function OPI who **shall be in attendance**. Members and guests are to conduct themselves in an appropriate manner at all times and shall not, when involved in activities, on Club property, or utilizing Club equipment, act in any way that would endanger anyone or bring discredit to the Club or to the Canadian Forces. The Club reserves the right to deny access to anyone who does not adhere to this ruling.
7. The function OPI may terminate this agreement at anytime by giving verbal/written notice to the Commodore.
8. All alcoholic and non-alcoholic beverages are to be purchased from the bar at regular bar prices. **UNDER NO CIRCUMSTANCES ARE ALCOLHOLIC BEVERAGES, OF ANY KIND**, to be brought onto the club premises. All purchases will be made in cash. Ticket sales of any kind are prohibited.
9. **Alcoholic beverages will not be sold to, provided by a person to, or consumed by individuals under the age of 19. Minors are not allowed in licensed facilities when alcohol is served.**
10. If food is brought into the club, all leftovers and garbage are to be taken home at the end of the function.
11. Should approval be granted, it is agreed that:
 - a. the number of people at the function will not exceed the maximum allowed in the Clubhouse;

- b. the bar is out of bounds to non-members and minors;
 - c. smoking is not permitted in the building;
 - d. if entertainment is planned, the set-up and take-down must not interfere with other Club activities; and
 - e. BBQ's are to be cleaned, and all garbage is to be picked up, all garbage cans emptied and garbage taken out to the dumpsters on your way off Quadra. The Clubhouse floors are to be vacuumed and/or swept as required. All tables and chairs are to be put back the way you found them. Patio chairs are to be stacked and placed alongside the clubhouse.
12. The set-up, tear down and clean up (decorations, etc) of the Clubhouse and all areas used for the approved function are the responsibility of the function organizer. As there are environmentally protected plants outside the clubhouse grounds, OPI is responsible to ensure that guests stay within the clubhouse grounds.
13. The applicant shall be familiar with all fire protection measures for the Club House and comply with all military fire regulations, orders and instructions.
14. The Applicant shall indemnify and save harmless Her Majesty, Her Officers, servants and employees, and members of Her Armed Forces, Her and their heirs, executors, administrators, successors and assigns, of and from all injury, damage, actions, causes of action, claims and demands of whatsoever nature which may result or be brought by reason of any act or default of the applicant, the applicant's agents or employees, or on account of any injury in any manner based upon, arising out of, or incidental to the enjoyment by the applicant of the use of the property.
- 15. The OPI is required to provide a guest list to Commissionaire at Quadra prior to the event.**
- 16. If BBQ's are used, tanks must be refilled after function by OPI.**

PETS OF ANY KIND ARE NOT ALLOWED IN THE CLUBHOUSE

APPLICANT

DATE

19 WING COMOX YACHT CLUB (19WCYC)

FACILITY USE REQUEST

Date: _____

Distribution List

I, _____, a member of 19 Wing Comox Yacht Club (19WCYC), DND, or a CFMWS employee request the use of the club facilities for the following:

a. name of Section: _____

b. title of the function: _____

c. type of function: _____

d. date and time club requested: _____

e. bar hours from : _____ hrs to _____ hrs;

f. estimated number of people attending: _____

g. function organizer (OPI): _____ Ph # _____
email: _____

h. special requirements: _____

I have read, understood and signed the Terms and Conditions for a Function Request.

Applicant: _____

Signature

Date: _____

Commodore RECOMMENDED / NOT RECOMMENDED

Date:

Comments / Signature:

Distribution List

Action

Info

Commodore

Bar Tender

Rear Commodore

Bar Supervisor (if required)