



5401 YACHT CLUB ROAD
TACOMA, WA. 98407
253-752-3555

On behalf of the members and staff, welcome to the Tacoma Yacht Club.

Tacoma yacht club enjoys a long-standing reputation as one of the oldest yacht clubs on the entire west coast. The club traces its history back to 1889 and, since then, has been an important part of the boating scene in the whole of Puget Sound. With present membership over 700, the club is home to an active fleet of power and sail boaters as well as being a social center for its associate and non-boating senior members.

For many years the members of the Tacoma Yacht Club along with their friends and families have been coming here to celebrate their most important events.

The club boasts a modern and spacious clubhouse. Our point defiance location adds to the ambiance of the club. We take great pride in providing the finest cuisine and service in a smoke free atmosphere, and with our breathtaking views of the Olympic mountain range, Mt. Rainier and commencement bay we promise to do everything possible to make your time here worry-free and enjoyable. We wish you and your guests a wonderful, memorable experience.

BANQUET AND CATERING POLICY RULES

Because the Tacoma Yacht Club is a private, member-owned facility we require that a member sponsor all events.

Sponsored Events

A Member may sponsor extended family, friends or organizations that are not club members and these persons or entities may cater events at the Tacoma Yacht Club in accordance with the Club Catering Policy. A member, acting as a sponsor, may not pass their membership privileges to the sponsored person or entity. Sponsoring members must be in attendance during the entire function and are responsible for the actions of all guests attending. The

sponsoring member is responsible for all charges and will be billed directly through their club account. All accounts are due and payable within 1 week after the function. (The term entity used here includes but is not limited to, organizations, corporations, businesses and clubs, whether social, civic or commercial.) The catering facilities are not to be used for commercial enterprise, and certain types of functions may be restricted.

Member Initial _____ Sponsored Entity _____

Member Events

A member event is defined for our purpose as a personal event (i.e. wedding reception, family re-union, memorial, birthday party etc.) hosted by the actual member, spouse or minor children. As a benefit to club membership member personal events do not pay the required room rental fees. Member usage other than those types of events listed above does not qualify for the above discount.

Member Initial _____ Sponsored Entity _____

Reciprocal Events

Reciprocal Members may make use of the Tacoma Yacht Club facilities for catered events and do not require a TYC sponsor. Proof of reciprocity and a credit card account on file with the office is required.

Member Initial _____ Sponsored Entity _____

PLANNING YOUR SPECIAL OCCASION

The earlier you can set a date for your special occasion, the better we will be able to accommodate you. Once you have selected a date, you can make an appointment with the Catering Manager to view the facility and select an available room that meets your requirements. Call TYC at (253) 752-3555. When you meet with the Catering Manager, you will be provided with a catering guide complete with menu ideas and a “Private Event Contract”. Please read it over carefully. Please sign the contract and return it to the club along with a check for the reservation deposit. The room(s) you have requested to use will be reserved for your specific function when the signed contract, check for the deposit(s), and the written approval of the sponsor, have been received by the Catering Manager. Any deposit(s) or payment you make before the final statement issued will be credited toward the cost of the event. We can assist you in obtaining services such as music, decorations, photos, cakes, etc.

CLUB POLICIES AND RULES

Food and Beverages

All food and beverages must be purchased and supplied by TYC. Due to insurance liabilities, remaining food items cannot be removed from the premises. This policy applies to all perishable foods and beverages, including entrees for guaranteed guests unable to attend.

Member Initial _____ Sponsored Entity _____

Liquor Regulations and Policies

The Washington State Liquor Control Board regulates the sales and service of alcoholic beverages. As a licensee the Club staff is responsible for the administration of these regulations, therefore liquor may not be brought into the club and the rules governing liquor service will be strictly enforced.

1. No one may carry alcoholic beverages from the building or banquet room(s) rented or consume such on Club property with the exception of the back deck only.
2. Guests refusing to follow Club policy will be asked to leave or may cause the termination of liquor service during the function.
3. Large parties may be asked to furnish and pay for the cost of security for events where questionable age is a factor.

Member Initial _____ Sponsored Entity _____

House Rules

The following rules are in addition to any by-law and policy rules published in the yearbook.

1. No rice, birdseed, flowers or confetti may be thrown on any TYC property.
2. The Catering Manager must approve decorations. Tacks, nails and staples may not be used on walls or beams. No metallic confetti may be used for table decorations. Foyer, lobby, deck and outdoor decorations, signage or banners are not allowed.
3. TYC is not responsible for lost, damaged or stolen articles left on property before, during or after your event.
4. The guest is responsible for all damage repairs and cleaning of the premises above and beyond the normal use.
5. Moorage privileges, and guest dock use is for Active and Reciprocal Members only and must be arranged with the Port Captain or Club Manager.

6. All guests are allowed only in the reserved room on the scheduled date and time reserved for the function. All other areas of the Club are restricted unless in the company of a member.
7. The Tacoma Yacht Club recognizes that it is legal to carry a concealed firearm with the proper permit. However, due to the potential risk of injury to Club members, guests and staff in certain situations deems it necessary to develop and implement a policy regarding the open carriage of a firearm. Therefore, the open carriage of firearms on the TYC facility or any of our owned and or leased outstations is strictly forbidden. With the exception of Service/Law Enforcement Officers, any members, guests or staff members who violate this policy will be escorted off the premises.

Member Initial _____ Sponsored Entity _____

ROOM MINIMUMS, RENTALS, AND OTHER FEES

All banquet rooms at the Tacoma Yacht Club have a dinner minimum and a room rental fee. This fee is applied towards your food and beverage service during occupancy. If the minimum is not met in food and beverage service during the function, the difference will be due. There is a 5-hour limit for room rentals.

<u>Rooms</u>	<u>Dinner Minimums</u>	<u>Room Rentals</u>
Burgee Room	\$ 300.00	\$75.00
Crow's Nest	\$ 700.00	\$125.00
Northwest Room	\$1100.00	\$175.00
Small Ballroom	\$1700.00	\$275.00
Main Ballroom	\$4000.00	\$350.00

1. Members **personal events** do not pay the required room rental fee. (Birthdays, Anniversary, etc.)
2. Only the banquet room half of the deck is available when renting the Ballroom.
3. There is a mandatory set up fee for **all functions** of \$1.50 per person, which covers the cost of linens, china, tables, chairs, glassware and the cleaning of such items and rooms. (Set up fees cannot be applied to food or beverage service minimums).
4. Loud music is not allowed between the hours of 11am – 1pm and 5pm – 8pm. Light background music is acceptable during these hours. DJ's or bands are required to finish by midnight.
5. Wedding Ceremonies can take place in the room reserved for the Reception or on the adjacent lawn. No Ceremonies are allowed on the deck. Wedding Ceremony Fee is \$500.00 which allows early access for Photography.

Member Initial _____ Sponsored Entity _____

Prices and Gratuities

Meal prices for events will be guaranteed for 15 days prior to your event. Prices are subject to change with 15 days written advanced notice of the event. State sales tax and an 20% service charge will be added to all charges.

Member Initial _____ Sponsored Entity _____

Function Deposits

To secure your reservation you must make a deposit of \$500 for the Ballroom and \$250 for all other rooms. ALL DEPOSITS SHALL BECOME NON-REFUNDABLE 90 DAYS PRIOR TO THE EVENT, 180 DAYS FOR WEEKEND DATES APRIL THROUGH SEPTEMBER.

Guarantees

The Club requires a guarantee, on the number of attendees for an event, 72 hours in advance of the function. The billing will be made for the guarantee or the actual number attended whichever is higher. If a guarantee is not received before this period, the most recent number of guests specified will be considered the guarantee. If attendance is above this amount, with authorization we will prepare, serve and charge additional meals. Be advised this may cause a delay in service and the additional meals may be different from those originally ordered.

Member Initial _____ Sponsored Entity _____

Bar Set-Ups

A minimum bar charge of \$250.00 per function requesting a bar must be met or a \$25.00 per hour bartender fee will be assessed.

Member Initial _____ Sponsored Entity _____