

NORWALK YACHT CLUB
GUIDELINES ON CLUB USAGE
Effective 12/01/2015

1. Introduction

Members may request the use of the Clubhouse for events open to all members. Such events may be organized either in conjunction with a Club committee or by a member or group of members on his/her/their own initiative. Members may also request the privilege to use the Club's facilities for the entertainment of guests and crewmembers, for holding private member functions, and for community outreach to our neighbors and the local boating community. When planning an event, the sponsoring member is requested to check the Club calendar on the Members Only section of the Club web site to check for potential conflicts. For Club Sponsored Events, the responsible member should contact the House Committee Representative Katie Sparkman (house@norwalkyachtclub.com) as soon as practical (preferably 45 days or more in advance of the event) to make sure the event is entered into the Club calendar. For Club Sponsored Events, priority is first come – first served. The Club calendar, as published on the Club web site, is the official record of reservations for club usage. When planning a Private or Outreach Event for a group larger than 15, the sponsoring member MUST consult with the House Committee at least 45 days in advance to avoid scheduling conflicts. In general, Club Sponsored Events will take precedence over Outreach Events that will take precedence over Private Events. However, if space for a Private Event or Outreach Event has been reserved more than 45 days before the event, a Club Sponsored Event reserved later will not displace the Private or Outreach Event subject to the restrictions in Section 4 below.

2. Definitions

Club Sponsored Event – Event sponsored by one of the club's committees, e.g., Entertainment, Race, Ideal-18. Meetings or events organized by club officers. Informal events open to the entire club membership. Examples include Friday night picnics, movie nights, and seminars.

Outreach Event – Event hosted by a non-club organization associated with the boating community or the Wilson Point community. Examples are the Power Squadron and the Wilson Point Property Owners Association. All Outreach Events must be sponsored by a club member. Please see section on Restrictions below for more information on rules governing Outreach Events.

Private Event – Event, other than a Club Sponsored Event or an Outreach Event, which is not open to the entire club membership. A private event may include non-members, but must be sponsored by a member. Please see section on Restrictions below for more information regarding private events.

3. Hours – All Events

Commissioned Season:

Regular Season: Mid May through Mid October
Sunday through Saturday 0800 – 2300 hours

In general, private events consisting of 16 or more people are not permitted during the Regular season. Exceptions may be granted with Flag approval, if the Flag Officers determine the private party will have a minimal impact on member enjoyment of the club.

Non-Commissioned Season:

Club Hours:

Monday through Thursday	0900 - 1700 hours
Friday & Saturday	0900 – 2300 hours
Sunday	0900 – 1900 hours

Private Events of up to 75 people are permitted, exclusive of caterers and entertainment. Sponsors of any type of event should bear in mind that the size of the event is restricted by the number of available parking spaces which is 50 during the non-commissioned season. Organizers of Private Events should check the Club calendar on the Members Only section of the Club web site for potential conflicts.

Clubhouse hours must be strictly observed throughout the calendar year. All members and guests are asked to exit the club by closing times. The Clubhouse will be promptly locked at closing times and remain locked during closed hours.

4. Rules and Restrictions - Private and Outreach Events

Requests for Private Events consisting of 16 or more people will be reviewed by the Flag Officers and must not preclude any members from simultaneously using the facilities. To initiate this review, please contact the House Committee representative Katie Sparkman house@norwalkyachtclub.com

Upon receiving approval from the House Committee representative for your event, please submit a completed Facility Use Confirmation form to General Manager David Lowe at the Club or via e-mail at generalmanager@norwalkyachtclub.com

The maximum number of members and guests for a private event, exclusive of staff, caterers, and entertainers, is 75.

A Private Event or Outreach Event of any size must obtain permission from the House Committee if the private event conflicts with an event scheduled on the club calendar. In many cases, such conflicts can be resolved. Please check the club calendar on the members only portion of the club web site for conflicts before requesting a date and time for an event.

Private Events and Outreach Events shall be conducted in a manner that is considerate of fellow Club members, and our surrounding neighborhood.

The sponsoring member will be present at all times and will be fully responsible for the care and safeguarding of Club property.

In the event that a caterer will be using our galley for food preparation, the caterer may need to acquire an "Events Permit" from the Norwalk Health Dept. Most caterers are familiar with this type of permit.

All rented items must be removed A.S.A.P. after the event.

All alcoholic beverages (if any) must be supplied by the participants of the Private Event or Outreach Event. Under no circumstances is alcohol purchased by the Club to be consumed. Failure to comply with this restriction is a violation of Club policy and local/state law.

Please complete the event details form and return to David Lowe via e-mail at generalmanager@norwalkyachtclub.com

The event sponsor is responsible for providing a guest list to the Wilson Point Guard prior to the event.

The Clubhouse and premises must be completely vacated no later than the closing times indicated above. Please allow ample time for breakdown and cleanup to meet the closing time.

A rental fee will be charged for Private Events in excess of 15 people. There is no fee for Outreach meetings. However, there is a fee for parties sponsored by Outreach organizations. See Section 5: Fees below for rates.

In addition to the rental fee, the sponsoring member will pay a NYC staff member on an hourly basis to be a safety and security person. The rate is \$25/hr. and will be invoiced by the club accounts. There is a three hour minimum. The staff member can assist in operation of the galley fixtures, lighting of grills, and safety equipment (including AED). The staff member should not be considered an event coordinator and will NOT be responsible for cleaning or handling garbage. Lastly, the staff member will be sure the Clubhouse is vacated at the closing time and is locked securely.

Decorations must be approved by the House Committee and may be subject to removal if they are found to be damaging in any way to the Club, furniture, or Club decorations. Flags, pictures, Club trophies, or any other Club décor may not be moved.

Club furniture should only be moved if necessary. If furniture must be moved, it should be picked up, not dragged. The sponsoring member will be responsible for any damage to the carpeting, floors, or furniture.

Hooks will be provided in various locations to be used for decorating your party. A Club staff member can assist you in finding the hooks.

To help preserve our varnished pine floors, please ask guests to avoid footwear such as work boots, high-heeled shoes, etc.

5. Fees – Private and Outreach Events

A usage fee is charged on a daily basis for Private Events larger than 15 people:

Group Size	Fee
16 – 25 people	\$250
26 – 50 people	\$400
51 – 75 people	\$550
Outreach Party	\$200
On site NYC staff member	\$25.00/hr. (mandatory charge)
Outreach Meeting*	\$0.00

*Outreach includes use by groups such as charitable organizations, Power Squadron classes, Wilson Point Property Owners Association, etc. There is no charge for a meeting, seminar, or event of an educational nature, but there may be a minimum cleaning charge to be determined on an event-by-event basis. Please note that there is a charge for a party hosted by an Outreach group.

Members and Outreach groups are asked to leave the Club facilities in a better and cleaner condition than when they arrived thus ensuring the subsequent enjoyment by the rest of the membership. Members not living up to these standards will be charged an additional fee to cover the cost of cleaning and restoration.

6. Safety – All Events

Members and their guests are reminded of the safety issues inherent in our marine environment and all should observe care when on the docks, floats, and piers.

Walking, climbing, or playing on or near the seawall is prohibited at all times.

Parents are responsible for the safety of their children. Adults must supervise small children at all times, including when they are on the docks, floats, beach roads, parking areas, or in or around the Clubhouse.

When driving to and from the Club, the 15 mph speed limit and stop signs MUST be observed. Please convey the importance of complying with the speed limit on Wilson Point roads to your guests prior to your event. Particular vigilance should be exercised with respect to neighborhood children and pets. Members and their guests should respect the right of Wilson Point residents to enjoy their neighborhood in peace and quiet.

Norwalk Yacht Club
FACILITY USE CONFIRMATION FORM

Date: _____

Sponsoring Member: _____

Member Number: _____

Organization Name (if Outreach Group): _____

Dear Member:

Thank you for your interest in using the Norwalk Yacht Club for your function. Please coordinate your approved plans with David Lowe at the Club, by phone at 203 866-7270, or by e-mail at generalmanager@norwalkyachtclub.com. Should you have any questions or need any additional information, please feel free to call me.

Please return this completed and signed form with payment to: Norwalk Yacht Club, 10 Nathan Hale Drive, Wilson Point, South Norwalk, CT 06854 or generalmanager@norwalkyachtclub.com. Alternatively, you may opt to have your account charged for any applicable fees.

Katie Sparkman
House Committee
203-956-0376 Home
house@norwalkyachtclub.com

EVENT DETAILS:

DATE: _____ START TIME: _____ END TIME: _____

DESCRIPTION: _____

ENTERTAINMENT: ____yes ____no Type: _____(band,DJ, etc.)

CATERER: ____yes ____no CATERER NAME: _____ PHONE: _____

RENTAL TABLES/CHAIRS: ____yes ____no Rental Co.
Name: _____

Rental Co. Phone: _____ NUMBER ATTENDEES (Max 75): _____

FACILITY FEE (see Section 5 of Guidelines on Club Usage): _____ Charge my account(Y/N) _____

My signature below indicates that I have read and agree to the Guidelines on Club Usage.

MEMBER SIGNATURE: _____