

Juneau Yacht Club

Rental Conditions of Use

Date of use: _____

Event: _____

Responsible Person: _____

1. A \$250 deposit is required at the time you make your reservation. This deposit will be applied to your damage/cleaning deposit; you will receive a refund of this deposit if you need to cancel and do so at least thirty (30) days in advance of your event.
2. Online payment of the reservation deposit is preferred, but if you mail a check for this deposit, the check must be received within ten days of your reservation request. Reservation requests are not confirmed until the reservation deposit has been received.
3. Full payment of the remaining balance is due no later than thirty (30) days in advance of your event.
4. No signs may be posted on the outside of the building.
5. You may attach lightweight decorations to the ceiling and walls using only the attached ceiling hooks and the perimeter cable; all decorations must be removed
6. Put your trash in the garbage cans. If you fill a bag, take it out to the dumpster and replace the trash bag in the garbage can (replacement bags are located in the kitchen under the sink).
 - a. The dumpster must be kept locked – the key hangs on the wall next to the back door of the kitchen.
 - b. Make sure to use the deadbolt to lock the back door of the kitchen.
7. Remember that other events are also using the Yacht Club facilities and frequently need to start decorating early on the day of their rental. Do not leave your personal items behind and plan to pick them up the next day, and do not plan to come in the next day to clean the facility. The Yacht Club is not responsible for anything lost or left behind.
8. Do not leave any leftover food in the refrigerator.
9. If you are using the kitchen, you are responsible for washing, rinsing, drying and putting away all dishes, glasses, flatware and utensils. Drying towels and dish cloths are furnished. Please leave soiled ones on the kitchen sink counter so that they can be picked up for laundering.
10. Rental of the kitchen does not include the use of pots and pans.
11. Instructions on how to turn on the gas for the range and barbecue grill are located on the wall to the left of the dishwasher.

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12. The Graham Room is not suitable for large group events as a standalone rental; events that are open to the public must rent the Main Hall and may rent the Graham Room as well.
13. Rental of the Graham Room alone does not include access to the deck through the French doors in the Main Hall.
14. Rooms marked “Private” will be kept locked and are off limits to renters.
15. When you are leaving the facility, close all doors and be sure to enter your code on the keypad on the front door; you may leave once you confirm the deadbolt is in place.
16. Report any breakage or damages to the rental agent. You will be charged actual cost to repair any damage done to the paint, walls, windows, furniture, floors or ceilings.
17. You are responsible for cleaning the facility before you checkout. All cleaning supplies and a detailed cleaning checklist are provided. Failure to clean or insufficient cleaning will result in forfeiture of part or all of your deposit.
18. No pets or smoking are allowed inside the facility.

Your total charges will be computed after your event, and extra costs or charges incurred will be deducted from your refundable damage/cleaning deposit prior to its return:

1. You will be charged \$50/hour for extra cleaning after your event (this applies if it takes more than 2 hours for cleaning of the main hall/kitchen/restroom areas or more than 1 hour for cleaning of the Graham Room). This extra cleaning could include:
 - a. sweeping and mopping the floors;
 - b. cleaning the refrigerators, ovens, range top and microwave oven, if required;
 - c. washing/wiping the walls, countertops, bar top, tables or other flat surfaces;
 - d. removing any decorations from the walls or ceilings;
 - e. restacking the tables and chairs and moving them to their proper storage location;
 - f. washing, drying and putting away dishes or utensils;
 - g. removing any garbage left inside the building; and
 - h. collecting and removing any garbage scattered outside the building.

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- Members who rent the Yacht Club and receive the member discount are responsible for the cleaning of the entire facility – no cleaning allowance is included in the discounted price. The Club must be returned to its rental ready condition. If any cleaning is required, you will be charged \$50/hour for all cleaning.

There is a key to the dumpster hanging on the wall next to the exterior kitchen door (and another near the front door under the coat rack).



JYC FURNITURE

MAIN HALL – this room is approximately 29 ½' by 59 ½'

- 12- 6' diameter round tables - 29" high
- 16 - 30" x 72" rect. tables - 29" high
- 125 - stacking chairs - 18" high seats
- 13 - folding chairs

GRAHAM ROOM

- 4- 36" X 48" rect. pub tables -36" high
- 16 - pub chairs - 24" high seats
- 4 - bar stools - 30" high seats

FIRE CODE MAXIMUM CAPACITY

Main Hall

- 114 with tables and chairs
- 245 with only chairs
- 343 with no furniture

Graham Room

- 22 with tables and chairs
- 47 with only chairs
- 67 with no furniture