

Juneau Yacht Club

Rental Conditions of Use

Date of Use: _____

Event: _____

Responsible Person: _____

Cell Phone: _____

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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. 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. 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). See attached cleaning list for what is required.
 5. If your rental requires an alcohol permit, JYC will need a copy before your event. If an alcohol permit is not required, it is recommended that someone with a TAPS card serve. Information on alcohol permit information can be found at <https://www.commerce.alaska.gov/web/amco>
 6. Exit paths to the main entry doors and the exit door at the disabled ramp must remain clear of obstructions during events. Doors with signs to remain unlocked during events must not be locked when more than 50 people are in the building.
 7. No signs may be posted on the outside of the building.
 8. Decorations:
 - a. You may attach lightweight decorations to the interior using only the attached ceiling hooks and the perimeter cable; all decorations must be removed.
 - b. No tape, push pins, nails, sticky glue dots, removable hooks or other similar attachments may be used on walls and ceiling.
 - c. No open flames including candles, and no generation of artificial or real smoke are allowed.
 - d. No glitter, confetti, or other hard-to-clean items are allowed in the facility or grounds. The \$250 deposit will not be returned to you if used.
 9. Audio equipment wiring must be restored to original configuration and equipment must be turned off before leaving.

10. If you are using the kitchen:
 - a. Instructions for the gas range are located behind the range.
 - b. Instructions for the gas barbecue grill are located on the barbecue.
 - c. Rental of the kitchen does not include the use of pots and pans.
 - d. Items used are to be scraped, rinsed, and left in a condition that they are ready to be put through a dishwasher. The club's janitorial service will wash the dishes in the club's dishwasher which is not to be used by renters. Your rental fee covers dishwashing.
 - e. Do not leave any leftover food in the refrigerator or freezer.
11. If you are using the Graham Room only:
 - a. It 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.
 - b. It does not include access to the deck through the French doors in the Main Hall.
 - c. Scoop ice with the metal scoop or a plastic cup only. Never leave these items on the ice inside the ice machine.
 - d. The ice maker must not be used as a cooler for other items
 - e. If you bring extra ice in a cooler, dump unused ice away from front door
12. 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 unless prior arrangements have been made. The Yacht Club is not responsible for anything lost or left behind.
13. Do not tamper with smoke detectors, exit signs, exit lights, security sensors, and security cameras.
14. Rooms marked "Private" will be kept locked and are off limits to renters.
15. No pets or smoking are allowed inside the facility.
16. 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.
17. 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 or behind the bar in Graham Room). The dumpster must be kept locked – A key hangs on the wall next to the back door of the kitchen and **one by the front door by the coat rack.**
18. 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, equipment, floors or ceilings.
19. When you are leaving the facility, for any reason, close and lock all windows, close all doors and turn off all lights except the entry and outside lights. Be sure to enter your code on the keypad on the front door; you may leave once you confirm the deadbolt is in place.

JYC FURNITURE

MAIN HALL – this room is approximately 29 ½' by 59 ½' - 8 foot ceiling

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