



THE OLYMPIA YACHT CLUB
201 SIMMONS ST NW
OLYMPIA, WA 98501

MEMBER RENTAL POLICIES, INSTRUCTIONS AND APPLICATION

Effective 1-1-2025

Terms: Rental falls into two categories:

1. Member private event under 50 people
2. Member private event over 50 people

Note: Other requests by OYC members for use of the facility other than the above must be presented to the BOT at their monthly meeting for a decision.

Rental period: Day rentals are in 8-hour blocks. The set up and clean-up times are included in this block of time.

Member private event under 50 persons:

Clubhouse rental	\$375
Galley use	Included

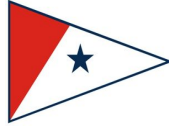
Member private event over 50 persons:

Clubhouse rental	\$600
Galley use	Included

All responsibility and liability for guests belongs to the OYC member renting the facility. Non-members are not allowed to be unescorted on OYC docks.

Payments for the rental fees will be added to your monthly OYC Invoice.

Contact: Clubhouse Office Manager: 360-357-6767 clubmanager@theolympiayachtclub.com



The Clubhouse is a **no smoking/vaping facility**. Guests may make use of designated smoking areas outside of the building, using containers provided. No cigarette butts, papers, trash, party favors, or other, are to be discarded on the grounds, tide flats, or into the water.

NO PETS. Pets are not allowed in the Clubhouse.

The OYC North **parking lot** is for OYC stickered vehicles only. Non-members and guests will park in the South lot immediately adjacent to the OYC lot.

The galley includes only the use of refrigerator, sinks, and oven warmer. Club linens are not included.

Please provide a copy of the caterer's business license and insurance information for a minimum of 10 days prior to your event. The catering company or renting member is responsible for removal of all rented dishes, glassware and utensils, etc.

If liquor is being served, it is the responsibility of the renting member to obtain a banquet permit from the State of Washington and have it posted 24 hours prior to the event. A plastic holder mounted behind the bar is in place for this purpose. Any beer kegs are to be placed only on the outside deck.

Do not nail, tape, tack or staple any items to the walls or windows. The tack strip on the wall may be used. No confetti or similar small scattering decorations are allowed.

The renting member is responsible for the club house clean up including the galley; see the instructions on the next page. Members can also choose to use the OYC Cleaning service @ \$250.00 to clean up the Club house and Galley. Members must still remove all disposable tableware and trash off counters and tables if they choose to use the OYC cleaning service.

A walk through will be conducted prior to check in and after check out for cleanliness and damage.

In the case where the rental space was not cleaned and /or damage is present. The member will receive an assessed damage or cleaning fees at the rate of \$100 dollars an hour, plus actual materials costs. This fee will be added to your OYC monthly invoice. Disputed charges may be taken up with the Board of Trustees whose decision on the matter will be final.

No function of a political nature (fundraisers, forums, etc.) will be allowed on OYC premises under this Member Rental Agreement. **NO EXCEPTIONS.**

Members must submit to the Clubhouse Office Manager the completed rental application form. This is considered approved upon confirmation from the Clubhouse Chair. OYC reserves the right to cancel a rental reservation due to unforeseen circumstances.



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OLYMPIA, WA 98501

MEMBER RENTAL APPLICATION

Today's date: _____

Event date: _____ Hours (from and to): _____ to _____

Member name: _____

Member number: _____

Member email: _____

Member phone: _____

Catering company: _____

Type of function (<50 or >50): _____

Other contact persons: _____

	Fewer than 50 people	More than 50 people:
Clubhouse rental	\$375	\$600
Galley use	Included	Included
Fire Pit Use	\$25	\$ 25

I agree to comply with the conditions of The Olympia Yacht Club Rental Policies, Instructions and Application:

Signature: _____



RENTAL POLICIES, INSTRUCTIONS AND APPLICATION

CLEAN UP PROCEDURE AFTER RENTAL FUNCTION

The rental member is responsible for ensuring the following:

1. All chairs to be stacked 15 high and returned to third shed
2. Tables must be replaced into rolling table racks- and returned to third shed.
3. All garbage and recycling must be taken out to the appropriate dumpster/recycling bins.
4. All countertops and cupboard surfaces must be cleaned and sanitized with bleach water or comparable cleaners.
5. Sinks must be scrubbed and food particles removed
6. Carpet is to be vacuumed and if stained, cleaned with carpet stain cleaner found in cleaning closet; any such stains should be immediately reported.
7. Bathrooms should be kept reasonably clean and picked up.
8. Dance floor must be dust mopped and spills hand wiped.