



**The Olympia Yacht Club
201 Simmons St NW
Olympia, WA 98501**

Effective 1/01/2025

Your rental on the water. Our site Features a unique backdrop to absorb the natural beauty of Olympia's waterfront with yachts and sweeping views of the Olympic Mountains. The Club House and deck offer a perfect atmosphere for your breathtaking event.

Meeting and Rental Policies, Instructions, and Application/Contract for The Olympia Yacht Club (OYC)

Facility Rental Includes:

- Guests can enjoy the large 3,700 sq. ft. carpeted interior clubhouse that includes an 8X 18 bar area and a wooden dance floor. This is enhanced by equally large 3,000 sq. ft. enclosed wrap around deck, use of the galley (excluding the stove and oven), designated on-site parking, two large screen TV's, microphone for clubhouse and deck, bar, tables and chairs, restroom facilities, ice machine, space for DJ / small band. The maximum occupancy is 150 guests.

Rental Period:

- Club House Hours are 9:00 am to midnight on the rental date. Indicate your time block of up to 8 hours between the hours of 9:00 am to midnight. Set up and clean-up times are included in this period. Additional hours may be purchased at the hourly rates.

General Rules:

- 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.
- Non-members are not allowed on OYC docks.
- Garbage and recycling bins are available for all waste.
- The galley can be used for serving food. Renter may use a separate warming oven, refrigerator, and sinks. The galley ovens, dishes, utensils, and glassware cannot be used.

- Renters must provide a copy of the caterer’s business license and insurance information 10 days prior to your event. The catering company or Client is responsible for removal of all rented dishes, glassware and utensils, etc., within the contracted rental agreement term.
- If liquor is served, it is the responsibility of the renting member to obtain a banquet permit from the State of Washington and have it posted at the event. A plastic holder mounted behind the bar is in place for this purpose. Any beer kegs are to be placed on the outside deck and not in the Clubhouse.
- OYC South parking lot is available for rental guests. Note that the North lot closet to the OYC Yacht Club is for Members only. It is your responsibility to make sure all your guests are aware of the parking policy.
- You must have a licensed bartender to serve alcohol.
- 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.
- Set Up - You are responsible for your own set-up.
- Cleanup - A non-refundable cleaning fee is required as part of the damage deposit. (walk away worry free at the end of the evening).
- The rental party or caterer is required to pick up all glassware off tables.
- Glitter, confetti, birdseed, are not permitted.
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Rental Fees:

Damage/Cleaning Deposit	\$800
	<ul style="list-style-type: none"> o Damage \$550 refundable (*see below) o Cleaning \$250 non-refundable
Monday -Thursday (8 Hours)	\$1,200 or \$150 hourly
Friday – (8 hours)	\$3,000 or \$400 hourly
Saturday – (8 hours)	\$4,000 or \$500 hourly
Sunday – (8 hours)	\$3,000 or \$400 hourly
Fire Pits on Deck	\$100

Booking Fee:

- \$500 is required to reserve your date.
- The booking fee will be deducted from the rental fee.
- If your rental is cancelled at any time for any reason this booking fee will be forfeited.

- **Damage Deposit:**

- The damage deposit is required 30 days prior to your event in addition to your rental fee.
- The damage deposit is refundable 14 days after your event to the issuing party only.
- If damage or theft occurs to the property, grounds, building, vehicles, fixtures, equipment, landscaping, furniture, etc., during the event the Client will be responsible for any necessary repairs or replacements. This includes damage caused by the Client, guests, agents or anyone with whom the Client contracts as part of this event.
- The deposit will be forfeited to the OYC for payment for those damages. If damages exceed the amount of the deposit, OYC will hold the Client responsible for additional amounts owing to restoring the premises to the same or similar condition.

Payments:

- The booking fee identified above is due at contract signing and this reserves the event date.
- Full payment for the rental is due 30 days prior to the event date.
- Late payment will be charged a \$25 late fee per day and risk cancellation of event.
- Returned checks will be charged a \$50 non-sufficient funds fee.
- We accept cash, checks to The Olympia Yacht Club, or Pay ACH online through invoice received.

Date Changes of Event:

- Date change requests are transferable to an alternate available date for up to 30 days after the contract signing at the discretion of the OYC. After such time, date change requests are subject to cancellation policy unless agreed upon by OYC.
- Date change requests must be made in writing and submitted to OYC via email or to the OYC office manager.
- Any transfer request made after 30 days of contract signing requires that the original contract be paid in full.
- Should the transferred event be canceled at any time the Client forfeits all monies paid to include the booking fee and facility rental fee from the original signed contract. All contracts thereafter are null and void.
- The Olympia Yacht Club is not responsible for reimbursement of items purchased by the Client in association with the scheduled event such as insurance, vendor or service charges, equipment rental charges, permits or licensing, etc.
- Upon receipt of written date change agreement from the OYC, Client will be given two weeks to confirm in writing the new date selection, otherwise the original contract and event will be cancelled and the standard cancellation policy penalties will apply.
- Written confirmation signed by the Client and OYC will act as an addendum to the original contract unless the Client requests a new contract with the transferred dates.

- **Client Cancellation Policy:**

- Cancellation must be made in writing to the OYC.
- The Client is responsible for payment in full if event is canceled within 60 days of event date.
- The Client recognizes that the foregoing cancellation policy is not intended to be punitive but reflects the OYC's foregoing actual or potential business opportunities in reserving the venue for Client and diminished ability to rent the facility within 60 days or less prior to the event date.

Facility Termination:

- The OYC reserves the right to terminate this agreement in the event of an emergency, physical damage to the property or other occurrence that in the sole discretion of the OYC renders the property unsuitable or unsafe for use. Client agrees that the OYC shall not be liable for losses, damages, attorney fees, court costs, or consequential damages, detention, delay or failure to perform in whole or in part resulting from causes beyond its control, such as:
 - o Acts of God, floods, storms, explosion, fires.
 - o Power failure or other malfunction beyond the control of OYC.
- If either party is prevented from complying with any condition of the agreement, or from complying with any express or implied covenant in the agreement as a result of the foregoing, then while so prevented the condition shall be suspended and the party shall be relieved of the obligation of complying with such covenant and shall not be liable for damages for failure to comply with it.
- In the event that Client's reservation and this agreement are terminated pursuant to this provision, the OYC shall not be held responsible for any direct, indirect, incidental or consequential damages resulting from such termination including without limitation, any fees, costs or expenses incurred by Client with service providers, or equipment rentals or any third- party contracts.
- The OYC will reschedule your event once the emergency, national disaster or declaration has passed.

Insurance:

- All rentals require Rental Insurance. This policy must be for one million dollars and have OYC named on the policy.

Catering and Alcohol:

- Appropriate permits required to serve hard alcohol, beer, wine and champagne.
- All alcohol must be served by a licensed bartender.
- No open containers beyond the control of the licensed bartender will be allowed anywhere on the property.
- Bar service must end no later than 30 minutes prior to the end of rental time.

- **Rental Equipment / Storage:**

- The Client is responsible for all rental items brought into the facility or its grounds during the rental.

- The Client is responsible for the set up and take down of their rental items.
- All rental items brought into the facility must be marked for identification purposes to ensure return.
- All rental equipment must arrive no earlier than the rental time period and be removed by the end of the rental period unless prior arrangements have been approved by OYC.

Facility Staff:

- No OYC facility staff will be required to attend the event unless other arrangements have been made.

Release of Liability- Indemnify:

Lessee agrees to indemnify, hold harmless, and defend lessor from and against any and all suits, claims, actions, losses, cost penalties, and damages of whatsoever to the lessee's use of occupancy of the OYC club house and deck, or any activities within the OYC Yacht Club Premises.

Non-Disparagement:

- Client shall not before, during, or after client event, and shall not induce others before, during, or after client event to Disparage OYC or affiliates or their employees or members.
- "Disparage" shall mean making or publishing of written or oral statements or remarks (including, without limitation, the repetition or distribution of derogatory rumors, allegations, negative reports or comments) which are disparaging, deleterious or damaging to the integrity, reputation or good will of the OYC, its management, Board of Trustees, and members. A violation of this clause is liable, will forfeit Client booking fee and is subject to legal action.

Hold Harmless:

- You agree that the OYC is not responsible for any items personal or otherwise brought into the event facility or the facility's parking lots that are lost, stolen, or damaged. Renter specifically waives and agrees to indemnify and hold harmless the OYC, the Board of Trustees, employees, and members and assigns, from any claims, loss or damage to any guests, vehicles or others as a result of the use of said event space, adjacent areas, parking lost and the OYC site or areas traversed to access said event space, unless said claim, loss or damage is the result of the OYC its employees, or agents, direct intentional misconduct.
- Client acknowledges the contagious nature of bacterial and viral diseases, including, without limitation of the novel coronavirus disease or other infectious diseases (collectively, "Disease"). Client understands that the OYC cannot guarantee that Client and/or Client guests will not be injured or become infected with Disease while at the OYC. Notwithstanding these risks, Client acknowledge Clients are voluntarily proceeding with this agreement with knowledge of the dangers involved therewith. Client hereby agrees to accept and assume all risks of illness, disability, death, personal injury and property damage arising directly or indirectly, from this agreement, whether caused by the ordinary negligence of the OYC or otherwise. Client expressly waives and releases any and all claims, now or hereafter know, against the OYC, its agents, Board of Trustees, employees, members, and assigns on account of any serious illness, personal injury, disability, death, or property damage caused by Disease, arising from or in connection with the Agreement. The Client shall not make or bring any claim against the OYC and shall forever release and discharge the OYC for liability under such claims. Client agrees to indemnify, defend and hold harmless the OYC from and against any and all expenses, losses, damages, lawsuits, and/or liabilities or claims related to Disease, arising directly or indirectly from this agreement.

I agree to abide by all policies as stated in the above contract with the OYC. I also agree that subsequent to the execution of this contract I may request the OYC for additional services not originally ordered herein. I agree that all such additional services shall be treated and paid for as originally set forth herein. In the event of litigation arising from this contract I agree that Washington State law shall apply to this contract.

Venue rental for: _____

Date of Requested Rental: _____

Guest Count: _____

Rental Fee: _____

Damage Deposit: _____

Additional Hours: _____

Booking Fee: _____

Remaining Balance: _____

Lessee

OYC

Date

Phone #

Email

Mailing Address

Rental Submission Process:

- All requests to rent the facility must be submitted to the Clubhouse Office Manager with the completed rental application form. The application is not considered approved until receiving written or electronic confirmation from the Clubhouse Office Manager. OYC reserves the right to cancel a rental reservation due to unforeseen circumstances.
- Contact: Clubhouse Office Manager: 360-357-6767
clubmanager@theolympiayachtclub.com