

WICKFORD YACHT CLUB USE POLICY

The Wickford Yacht Club (WYC) building and facilities are for the enjoyment and use of club members at all times. Members may host private events in the manner set forth in this policy. The clubhouse facilities are not available for non-member functions or for rental by the public.

Members may apply under this Club Use Policy for permission to hold an event in the Great Room or the Pavilion. Use of the main galley and the grills may be requested. **The upstairs fireplace room, the upstairs kitchen, the Commodore's Room, and the upper patio are to be kept for the exclusive use of the general membership at all times.**

SEASONAL USE POLICY

The **Summer Season** shall run from the Friday before Commissioning Day through Columbus Day weekend. With Executive Board approval, during the Summer Season, the clubhouse will be available for Member Hosted and Member Sponsored events on Mondays, Tuesdays and Thursdays except on dates of club events and blackout days or dates of other club sponsored events or member approved events. Wednesdays, weekends and holidays will be reserved for the general use by members and for club sponsored events including visiting yacht clubs and boating related activities that have been approved by the Executive Board.

The **Winter Season** shall run from the end of Columbus Day Weekend to the Thursday before Commissioning Day. With Executive Board approval, during the Winter Season, the clubhouse will be available for Member Hosted and Member Sponsored events except on dates of club events and blackout days, holidays, or dates of other club sponsored events or member approved events. The clubhouse may not be rented on Friday nights without the Executive Board's approval.

MEMBER HOSTED EVENTS NOT REQUIRING BOARD APPROVAL

Member Hosted Events (see definition below) may not require approval from the Club Use Chairperson and/or the Board when a member informally entertains a group of up to 19 personal guests or fewer, including children and other WYC members. These informal events may take place on the club's Pavilion, in the Great Room, or on the upper deck. All House Rules apply to these informal Member Hosted Event events, including the requirement that guests park on Pleasant St.

During these informal events members may not assume or attempt to establish exclusive use of the area of their event and the main galley must remain available at all times for use by WYC members. Informal, non-permitted events may not occur during Club events, blackout days, regattas, on Wednesday afternoon or evenings during the summer season, on holidays, or on any day that the club has issued a Use Permit for a Member Hosted and Member Sponsored event or visiting yacht club event. Events that would preclude informal non-permitted events are posted on the Club calendar.

Member sponsored non-member events or fundraising events are not permitted under this Use Permit exception clause, regardless of the number of guests or members in attendance.

Members may be assessed a cleaning fee for informal events if, in the opinion of the House Committee and Board, the premises are not returned to a neat and clean condition.

EVENTS REQUIRING BOARD APPROVAL

Member Hosted events of 19 guests or more, including children and other Club members, and all Member Sponsored Events (see definition below) require prior approval from the Club Use Chairperson and/or the Board. These events may be permitted on the Club's Pavilion or in the Great Room. Approval for these events will be granted on a first requested, first granted basis, in accordance with the Seasonal Use Police and the Club Use policy.

All House Rules apply to these events and the member must be on the premises throughout the entirety of the event including set up and breakdown. During these events, WYC members retain the right to access the lower level heads and the ice machine and members may enter the kitchen area to retrieve supplies. In some circumstances the Club may require specific personnel to also be present during the event at the expense of the requesting party.

Members planning an event that requires a Use Permit should submit the appropriate application forms and payment (WYC Use Application and WYC Use Waiver) to the Club Use Chairperson no later than two months before the event. These forms may be found in the Members Only area on the club website. Events must receive approval prior to being scheduled.

EVENT CATEGORIES AND FEES

- **Member Hosted Event:** Defined as an event being hosted by a member for personal use. Examples: birthdays, graduations, anniversaries and other family events. This category does not apply to business functions or community events where the member is a participant in the event.
 - Use Fees for Member Hosted events are \$75 for up to 50 people including all children and WYC members; for 51 – 105 people including all children and WYC members the fee shall be \$125. Events of all sizes will also be assessed a \$150 cleaning fee.
 - Fees include the use of the main galley and all galley equipment, plates, utensils, glassware, chafing dishes (not sterno), large coffee urns, and bar equipment including ice chests. Food supplies and condiments are not included.
 - Table cloths MAY be available for an additional fee of \$10 per item.
- Member Hosted Event Use Fees apply to Sailing Organizations and Regattas such as WSA events and North Kingstown High School Sailing Team.
- **Member Sponsored, Non-Member Function:** Defined as a function sponsored by a member for any non-member, individual, private, business or public organization, club or group where no funds are being raised at the event. The sponsoring member must be in attendance for entire event.
 - Use Fees for Member Sponsored, Non-Member functions are \$275 for up to 50 people including all children and WYC members; for 51 – 105 people including all children and WYC members the fee shall be \$475. Events of all sizes will also be assessed a \$150 cleaning fee.
 - Fees include the use of the main galley and all galley equipment, plates, utensils, tables and chairs.

- Fees do not include the use of Club glassware not found in the kitchen, chafing dishes, large coffee urns, bar equipment including ice chests, food staples and condiments, or Club linen.
- **Member Sponsored Fundraising Event:** Defined as a fundraising event for any person, public or private organization, business or similar group. The event must be sponsored by a WYC member and the sponsoring member must be in attendance for the entire event including set up and breakdown.
 - Use Fees for Member Sponsored Fundraising Events are \$475 for up to 50 people including all children and WYC members; for 51 – 105 people including all children and WYC members the fee shall be \$875. Events of all sizes will also be assessed a \$150 cleaning fee.
 - Fees include the use of the main galley and all galley equipment, plates, utensils, tables and chairs.
 - Fees do not include the use of Club glassware not found in the kitchen, chafing dishes, large coffee urns, bar equipment including ice chests, food staples and condiments, or Club linen.

- **Visiting Yacht Club:** Any yacht club visiting Wickford Yacht Club and using the club facilities as permitted by the Board.
 - Use Fees for Visiting Yacht Club events that only use the Patio and grills for 50 persons or less are \$175
 - Use Fees for Visiting Yacht Club events held in the Great Room are \$275 for up to 50 people including all children and WYC members; for 51 – 105 people including all children and WYC members the fee shall be \$475. Events of all sizes will also be assessed a \$150 cleaning fee.
 - Great Room fees include the use of the main galley and all galley equipment, plates, utensils, tables and chairs.
 - Fees do not include the use of Club glassware not found in the kitchen, chafing dishes, large coffee urns, bar equipment including ice chests, food staples and condiments, or Club linen.
 - The use of a Club approved staff person may be required at the expense of the visiting club.

RESTRICTIONS

At all events, the WYC member must remain on the premises at all times including set up and breakdown and may not give their key to a third party to gain access to the club.

It is the member's responsibility to ensure that guests do not visit the upstairs fireplace room, the upstairs kitchen, the Commodore's Room, the upper patio or any part of the Club not covered by the Use Permit.

It is the member's responsibility to remind guests that they are subject to the WYC Use Policies detailed in this document and the House Rules, including juniors wearing life-jackets on the docks and the prohibition against climbing or accessing the rock wall or the ISDS system. These Use Policy guidelines may also be found on the club website. The event host is responsible for reading and complying with this Use Policy document.

The Club Use Policy applies to Collations for members in good standing, except that the Use Fee and Cleaning Fee will be waived. Linens may also be available at no charge, date permitting.

HOST RESPONSIBILITY

In addition to the aforementioned guidelines, the following policies and rules must be adhered to:

- Approval by the WYC Executive Board is required of members for all private use of the WYC clubhouse and facilities except for groups of 19 persons or less.
- For a member to host an event, their membership must be in good standing.
- For a reciprocating yacht club to obtain Executive Board approval, the name of the responsible host from that organization must be submitted with the request for usage and a **Board member, WYC member, or the steward must agree to be on the premises during the event and named on the permit.**
- The host for all events, whether he/she be a WYC member or a member of a reciprocating yacht club must be in attendance for event setup and cleanup, must attend the event, and be directly responsible for the following:
 - Compliance with the Club Use Policy, especially with regard to the safe use of the docks and Galleys, restricting guests from areas such as the ISDS, rock wall and second floor, security of the facility (turning outdoor grill gas supply off, locking up, etc.) compliance with the club liquor liability regulations, fire code restrictions, and neighbor consideration.
 - Informing all non-members and/or reciprocating yacht club members of the Club Use Policies.
- The host will be responsible for leaving the clubhouse neat and in the condition in which it was before the function.
- No alcoholic beverages are to be offered for sale on club premises.
- No alcoholic beverages are to be left unattended. All beverages must be locked up at the end of the event or removed from the club premises. The consequences of access to alcoholic beverages by minors is the responsibility of the host.
- If a professional caterer is involved, the caterer must be insured for Workman's Comp and have Liability Insurance as well as being bonded. Professional caterers are required to provide their own utensils, glassware, dishes, pots and pans, table linens, supplies, condiment, etc.
- The WYC member or reciprocating yacht club member hosting the private party or event will be considered responsible and charged for any damages caused by participants at the event.