

Kingston Yacht Club  
 1 Maitland Street  
 Kingston, ON K7L 2V3  
 (613) 548-3052  
[www.kingstonyachtclub.com](http://www.kingstonyachtclub.com) [bar@kingstonyachtclub.com](mailto:bar@kingstonyachtclub.com)

**ROOM RESERVATION & RENTAL AGREEMENT**

The Kingston Yacht Club (hereafter called the “Club”) is a private club catering to members and their guests. The Renter (hereafter called the “Host”) must complete and sign this rental agreement and assume full responsibility for the function.

**CONTRACT BETWEEN KINGSTON YACHT CLUB AND**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**TELEPHONE:** H) \_\_\_\_\_ O) \_\_\_\_\_ C) \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**REQUESTED DATE :** \_\_\_\_\_ **REQUESTED TIME:** \_\_\_\_\_

**TYPE OF EVENT :** \_\_\_\_\_ **ESTIMATED # OF PEOPLE:** \_\_\_\_\_

**SPONSORSHIP:** All private room rentals must be sponsored by a member of Kingston Yacht Club in good standing.

**SPONSOR:** \_\_\_\_\_ **MEMBERSHIP NUMBER:** \_\_\_\_\_

How did you hear about KYC?: \_\_\_\_\_

**FACILITY CHARGES:**

Members may have use of the Main Dining Room free of charge for personal or family events such as birthdays or anniversaries. Members Business use or Non-members general use charges for rental of the Partridge Room are as follows:

Seasonal: May 1st to October 31st	Off-season: October 31st to April 30 <sup>th</sup>
Sunday to Thursday \$225	Sunday to Thursday \$200
Friday or Saturday \$350	Friday or Saturday \$300
Weddings \$550	Weddings \$500
	December any day \$350

**Please Note:**

Members will be charged “Off-Season” price for all events and receive an additional 50% discount off the appropriate Facility Charge.

Agreed Upon Price For Room Rental: \$ \_\_\_\_\_

Waived Room Rental Charge: \_\_\_\_\_

Yes I would Like to Sign up to Become a Member: \_\_\_\_\_

Membership Category: Family: \$ \_\_\_\_\_ Single: \$ \_\_\_\_\_ Associate: \$ \_\_\_\_\_

**The following payments are required for all functions.** Cheques are payable to KINGSTON YACHT CLUB.

1. One hundred percent (100%) of applicable room rental fees at the time of booking.
2. Fifty percent (50%) of the estimated total for catering costs is due 14 days prior to the function.
3. The remaining balance, based on the estimate, is due 3 days prior to the event
4. The final balance is due upon receipt of the invoice. Credit balances will be refunded within 2 days.
5. A guaranteed minimum number for food service is required at least 72 hours in advance.

If you wish to pay by credit card please provide your number and expiry date:

\_\_\_\_\_ ; expiry date: \_\_\_\_\_ ; 3- digit code on the reverse side: \_\_\_\_\_

**CANCELLATIONS:**

1. Written cancellations a minimum of three months prior to the function date will have the room rental fee less a \$75 administration charge refunded.
2. From three months to 14 days prior to the function date, the room rental fee is neither refundable nor transferable.
3. From 14 days to 48 hours in advance, the room rental fee plus thirty-five percent (35%) of the catering charges are not refundable.
4. Cancellation within 48 hours of the event requires payment in full.

**ROOM CAPACITY:** (minimum 25 persons for private rentals)

Stand-up Reception	140
Buffet Dinner with seating on the Dance Floor	120
Buffet Dinner with no seating on the Dance Floor	90
Sit-down Dinner with seating on the Dance Floor	100
Sit-down Dinner with no seating on the Dance Floor	80

**CONFIRMATION:**

The Club is to be notified of the exact number of guests expected for the function within 3 business days of the event. The Host will be billed for this number at a minimum. If the number of guests exceeds the minimum, the Host will be billed for the additional guests.

**HOURS OF AVAILABILITY:**

The Club will be available from 9:00 am on the day of the event. Arrangements must be made with the Club, through the Food and Beverage Manager in advance for deliveries of any flowers, decorations, entertainment, bands or DJs. To conform to the City of Kingston Noise By-law, all music and entertainment is to be turned down at midnight and turned off by 1:00 am. All guests must vacate the property by 1:30 am.

**BEVERAGE SERVICE:**

Alcoholic beverages will be served in strict compliance with the Liquor License Board of Ontario and the Liquor Control Act of Ontario. Last call at the bar will be at the latest 12:30 am. Beverage service will end by 1:00 am and all guests must be off the premises by 1:30 am. The Club reserves the right to close beverage service at any time. Unlicensed alcohol shall not be brought into the Clubhouse or onto the Club property.

The corkage fee for wines ordered specially for the event is variable and we require it to be ordered by the case lot. For wines on the regular KYC Wine List, the charge will be the regular KYC price you may purchase as many or as few as you like.

The Host may arrange a Host Bar, for which the Host will be charged for all drinks served. Alternatives include a Cash Bar, where all guests pay individually for their drinks, or a combination of Host and Cash Bars. For instance, the Host can pay for wine served during dinner, or the Host can pay for all drinks consumed before dinner, while guests pay individually for other drinks consumed.

If a ticket seller is required, the Host will be charged \$25.00 per hour for a minimum of three hours.

All alcoholic beverage prices are subject to 13% HST and a 15% gratuity as per Club policy. Other beverages are subject to 13% HST and 15% gratuity.

**CATERING SERVICES:**

The Club has its own Catering service available for functions in the Main Dining Room. Menus and prices are available from the Food & Beverage Manager. Menus may be designed with the Host specifically for the event.

Menus must be confirmed with the Food & Beverage Manager at least two weeks prior to the event. Vegetarian, food sensitivity, and children's meals are available if requested in advance. Babies are not charged but, please, ensure that we give them a seat. Two high chairs are available. Please plan on the exact time for dinner service to assure that it will be up to our high standards.

Meal prices are subject to 13% HST and a 18% gratuity as per Club policy.

Outside caterers are not permitted use of the facilities. Special circumstances can be negotiated with our Food and Beverage Manager for services such as Wedding and birthday cakes. The Club may charge for cutting and serving cakes. Use of the kitchen for self-catering is not permitted.

**EQUIPMENT:**

A podium, microphone, lapel microphone, screen and projector are available for use for the following fees:  
Podium n/c; microphone \$25; lapel microphone \$35, screen \$10 and projector \$25 or all for \$80, or any 3 less \$10.

**PARKING AND HANDICAPPED ACCESSIBILITY:**

The Main Dining Room is located on the second floor of the Clubhouse and is accessible by one indoor staircase or two outdoor staircases. There is a handicap ramp on the south side of the Clubhouse leading into the Lounge on the main floor. Two handicapped parking spaces are available near the main entrance to the Clubhouse. The Club does not have an elevator. Parking is available on Maitland Street (east side only), neighbouring streets and in the KYC Parking Lot half a block north of the Clubhouse. Parking is NOT allowed on any of the docks, the breakwater or in front of the Clubhouse (except as previously stated) as these are FIRE LANES. Parking is limited and illegally parked vehicles may be towed. Please make sure guests are aware of the limited parking availability.

**NON-SMOKING AREAS:**

The KYC Clubhouse is a non-smoking facility. Smoking is permitted only in designated smoking areas, outside of the building.

**CODE OF CONDUCT:**

The Club reserves the right to control all functions held on its premises and to discontinue beverage service at any time. The Club reserves the right to ask any guest to leave the Club premises. The Host is responsible for the conduct of their guests during all functions. Children must not be left unattended.

All college/university functions must employ college/university Constables.

**PRICING:**

All prices quoted are applicable for a total of 30 days from the contract date. Commitments beyond this time period are subject to change.

**RESPONSIBILITY:**

The Host assumes full responsibility for any and all damages to the Kingston Yacht Club caused by their guests or independent contractors associated with the event. If any substance (rice, confetti of any type, paper, metal or plastic) is used in the Clubhouse or on the grounds, it will result in a minimum additional charge to the Host of \$250.00. Further charges will be applied for extreme carpet cleaning, or cleaning up of excessive mess in the lavatories at a cost of \$25.00 per hour. The Club is not responsible for any loss or damage to any goods, property and/or equipment of any type brought into the Club for the function.

**TERMS AND CONDITIONS:**

It is understood and agreed by the person(s) booking or scheduling the use of facilities of the Kingston Yacht Club, that the Club shall not be liable or responsible in any manner whatsoever for any damages sustained by any person booking a function or by any person attending or scheduled to attend a function at the Club and the person booking the function, the Host, agrees and undertakes to indemnify the Club against any and all claims and expenses presented by a person for any loss or damages resulting from:

- a. The Club being unable to perform the services requested as a result of any strike, labour unrest, flood, fire, force of nature or Act of God
- b. The conduct of any person attending the function
- c. The conduct of the Host or the management of the function by the Host.

The Host agrees to indemnify the Club against any and further claims and expenses presented by any person attending the function for loss or damages sustained while attending the function. The Host agrees to reimburse the Club for any damages done to any part of the Club premises or equipment which is caused by the Host or any person attending the function. We, the undersigned, have read and agreed to the Terms and Conditions of this Contract.

\_\_\_\_\_  
**Event Coordinator**

\_\_\_\_\_  
**Kingston Yacht Club "Club"**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**