



P.O. 372, ESSEX, CT 06426 • WWW.PETTIPAUG.COM

## PYC Private Party Use Guidelines

To reserve the club for a party of 12 to 40, please check **PYC's Online Calendar** (<https://pettipaug.org/PYC-Calendar2.html>) for availability, then contact the current officer in charge (Priscilla Robinson/[pastcommodore@pettipaug.org](mailto:pastcommodore@pettipaug.org)/860.391.7352) by email or phone and provide the following information:

- **Date and time of day of event, number of attendees: 40 maximum**
- **Member sponsor:** A PYC member in good standing must act as sponsor and be in attendance during the event. As sponsor, he or she is fully responsible for the safety of their group and for both the security and cleanup of the club after the event.
- **Use of the Commodore's Room:** On weekends from 9 am to 5 pm an attendant is present and the room should be open and ready for your arrival time. Weekdays and after-hours special arrangements may have to be made.
- **Club attendants are not available for private parties.** It is the responsibility of the member/sponsor to ensure proper clean-up of facility. We are trying to eliminate as much plastic as feasible. Please be mindful of this.
- Renter
- **Catering: If a third party has been contracted to cater-** it is the duty of the sponsor to make sure the catering service has a "**certificate of insurance**" which covers the following:
  - › *Names PYC as an Additional Insured on their General Liability Policy* with respect to their use of PYC' premises. Their General Liability limits should be \$1,000,000 per occurrence, \$2,000,000 aggregate.
  - › *Show Evidence of Workers Compensation coverage*, preventing a claim being put in under PYC's Workers Compensation Policy for injuries sustained by the vendor, any of the vendor's employees or any other person or entity the vendor brings on to the premises to perform services.
  - › *If they are serving liquor*, they need to provide a Certificate of Insurance showing that they have Liquor Liability coverage of at least \$1,000,000 per occurrence, and names PYC as an Additional Insured under this policy.

**After confirming the above information with the PYC Officer, the member/sponsor should complete and mail the PYC Private Party Use Agreement and donation to PYC – P.O. Box 372 – Essex, CT 06426. The PYC Officer will approve and provide the member/sponsor the approved agreement. The approved agreement must be in possession of the member/sponsor during the event.**

### Please note the following:

#### A donation of **\$200.00** is suggested for a private party.

- 1.) Make check payable to PYC (Pettipaug Yacht Club)
  - 2.) On check memo line write "DONATION"
  - 3.) On the envelope, please indicate "PRIVATE PARTY"
- Private parties are 2–3-hour gatherings with ½ hour for set-up and ½ hour for cleanup.
  - As a member/sponsor, he or she ensures that the group will abide by all PYC rules as posted and as described in the Membership Yearbook. All guests should be made aware that the water in the restrooms (heads), outdoor shower and garden hoses comes directly from the river and the water is not drinkable (potable). Generally, there is adequate propane for the grill with an extra tank, but it is best to double-check just before your event.
  - When reserved for your event no other large group functions will be scheduled at the same time and date but understand that the club will be open and available to its members for their normal use on a "not-to-interfere" basis. **Note: A Members-Only Area with two picnic tables and grill has been set up north of the clubhouse which should not be moved, and private party guests should not use.**
  - No alcoholic beverages may be left overnight at the club. Food, tables, chairs, games and all other items brought to the premises for this event must be removed promptly at the end of the event. **NO DOGS and NO balloons!**
  - Late June to early August the club is used for the Pettipaug Junior Sailing Academy (PJSA) classes from 8:30 a.m. until 5:00 p.m. on weekdays. No event preparations can begin until PJSA classes end. (See Online Calendar for schedule.)
  - Other PJSA programs listed below have also been planned for the current season and will require the use of the Commodore's Room and docks from 8:30 am to 6:00 pm:
    - > Powerboat Instruction Program – (See Online Calendar for schedule.)
    - > PJSA Instructors Programs: Level 2 & Level 1 – (See Online Calendar for schedule.)



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## PYC Private Party Use Agreement

*NOTE: The signed copy of this agreement must be in the possession of the sponsor during the event.*

Please completely read the following then fill out (print legibly) and sign both enclosed copies. Retain one and mail back the other with donation check to the P.O. Box above as soon as possible. Signed agreement must be received prior to the event date.

(Event Name) on

(Event Date)

I, \_\_\_\_\_ (your name), am a PYC member in good standing and will be the sponsor for the event and be in attendance during the entire time of the event. As sponsor, I will ensure my group will abide by all PYC rules as posted and as described in the Membership Yearbook.

I desire do not desire (please indicate) use of the Commodore's Room. (If using the room, email or call a PYC Officer just prior to your event to arrange to pick up a key.) [pastcommomodore@pyc.org](mailto:pastcommomodore@pyc.org) / [probinson02@snet.net](mailto:probinson02@snet.net)  
As sponsor, I am fully aware that I am (in either case) overall responsible for the safety of my group and for both the security and cleanup of the club after the event.

- **INSURANCE/ NEW:** Member/sponsor must provide proof of one million dollars of general liability insurance including **host liquor liability**. This is sometimes part of a home-owners insurance policy and personal umbrella liability policy. OR, purchase one time event insurance from [theeventhelper.com](http://theeventhelper.com) or [privateeventinsurance.com](http://privateeventinsurance.com) or an insurer of your choice. The Certificate of Insurance must specifically state "Host Liquor Liability".
- All guests should be made aware that the water in the restrooms, outdoor shower and garden hoses comes directly from the river **the water is not drinkable**. PYC parking, restrooms, garbage containers and facility can accommodate 40 guests maximum.
- Generally, there is propane for the grill with an extra tank, but it is best to double-check just before your event.
- No attendants
- All alcoholic beverages, tables, chairs, games and all other items brought to the premises for this event must be REMOVED from club grounds at the end of the event. No dogs, No balloons, No bonfires.
- The donation for a club reservation of \$200.00 (12-40 guests). A check is **payable to PYC** (Pettipaug Yacht Club) in the memo line on the check please indicate-Donation. The check should be mailed with the signed copy of this agreement. On front of envelope indicate: **Private Party**
- No private party can begin until after PSA classes (usually weekdays) or the Powerboat Course (usually Saturday/Sunday) end for the day. (See PYC's Online Calendar for schedule.)

Please check the following (see Club Use Guidelines for details):

- I am aware that while no other large group events will be scheduled at the same time and date as mine, I understand that the club will be open and available to its members for normal use during my event on a "not-to-interfere" basis, and that my guests will not use the Members-Only Area.
- (If applicable) I have verified that the catering service has the proper Certificate of Insurance coverage for General Liability, Workman's Compensation, and Liquor Liability preventing a claim against PYC.
- I will provide the requested proof of insurance. I understand that I am the party responsible for this event and hold PYC, its Officers, Board of Directors, employees or agents harmless from any liability, claim or loss whatsoever.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #1: \_\_\_\_\_

Phone #2: \_\_\_\_\_

Email: \_\_\_\_\_

Approved: \_\_\_\_\_

Current Commodore or PYC Officer

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Check PYC's Online Calendar to verify that your event has been accurately listed:

[PYC-Calendar2.html](#)