



# Event Policies & Contract

## General

While Shreveport Yacht Club (SYC) is a member-owned, private club, the Club does allow non-members to host events at the Club. An SYC member sponsor is required for each non-member hosted event and a signed event contract is required for each event, whether member hosted or member sponsored.

All decorations brought to the Club for an event should be delivered the day of the event and removed immediately following the event. Nothing may be affixed to Club walls, floors, furnishings or ceilings without prior approval of the Club Manager. Candles are allowed as long as they are contained in a glass or other suitable container. No open flames are allowed in the clubhouse.

The Club is not responsible for any items left unattended, lost or not removed after the scheduled event by a host, guest, Club member, or third-party vendor. Unless other arrangements have been prearranged with the Club Manager, items left behind at the Club will be discarded three (3) days after the event.

The event host will be charged for the cost of repairing or replacing any Club property that is broken, damaged or removed by an event host, guest or third-party vendor.

Catered food may be supplied by the Club or by an outside vendor. All alcoholic and non-alcoholic beverages must be purchased from the Club. It is the sponsoring member's responsibility to ensure that all vendors, including caterers, hold all licenses and approvals required by law and to provide proof of liability insurance, if requested by the Club Manager.

Although Shreveport Yacht Club will make every effort to honor menu prices set at the time of contract signing, the Club cannot guarantee prices more than thirty (30) days prior to the event due to fluctuating wholesale market prices. Applicable State, Parish and City sales/use taxes and a 20% gratuity charge will be added to all food and beverages purchased from the Club. Any group requesting tax exemption for an event must present a tax exemption certificate at the time of contract signing.

The Club expects all guests to conduct themselves in keeping with the standards of conduct contained in the Club's Member Handbook, a copy of which is available for review in the

Club office. The Club expects the event host to take responsibility for his/her guests' behavior yet reserves the right to expel from Club premises any guest that is unwilling to abide by these standards of conduct.

The host will provide adequate adult supervision for children attending an event and will be held responsible for their behavior.

Confetti and glitter are strictly prohibited due to the difficulty involved in cleaning up these materials. The use of nails, screws, staples, tape, command strips, and other adhesives on walls and ceilings is not permitted without the Club Manager's prior approval.

All events with 30 or more guests that do not require Shreveport Yacht Club's catering service must have at least one (1) SYC staff member dedicated to the event to assist with set up and clean up. One (1) SYC staff member will be required for each 75 guests. The event will be charged \$20.00 per hour for each staff member. The number of hours charged will begin one (1) hour prior to the schedule start of the event and end one (1) hour after conclusion of the event. Notwithstanding the presence of Club staff to assist with set up and clean up, the event host remains responsible for clean-up and any damages.

The prices published for SYC catering services include allowances for china, glassware, silverware, linens, set up, clean up and adequate food service staff throughout the event.

The Club's kitchen, refrigerators, freezers and cooking equipment are not available for use by outside caterers. The event host is responsible for advising caterers of these restrictions.

Any entertainment (bands, DJs, films, videos, comedians, magicians, etc.) provided for an event must be in good taste and may not contain crude, vulgar, profane or otherwise offensive lyrics, images or acts not in keeping with the family-oriented traditions of SYC.

## Reservations & Payments

Reservations for an event date can only be made with the Club Manager. The Club Manager, at his/her discretion, may allow a courtesy hold to be placed on a given event date but only for a maximum of two (2) weeks.

By making an event reservation the host represents to the Club that he/she has the financial ability to pay any and all charges incurred in connection with the event and that he/she will promptly pay all deposits and other amounts charged in accordance with the terms contained herein.

The Club Manager will work with the event host to identify the anticipated number of guests and all Club space(s) and services required for the event and their anticipated costs.

Event space is not contractually obligated until Shreveport Yacht Club receives a signed event contract and any applicable deposit. A minimum deposit in the amount of the room/space charge will be collected at the time the event contract is signed, however the Club Manager, in consideration of the event's timing and size, may require a higher deposit.

The difference between the event's total anticipated charges and the deposit paid at time of contract signing, will be due and payable, in full, at least two (2) weeks prior to the date of the event. If this payment is not received two (2) weeks prior to the event, the event contract will automatically cancel and the host's deposit will be forfeited.

A final accounting will be prepared based on the greater of the estimated number of guests or the actual number of guests attending the event, plus any additional charges incurred but not previously anticipated. Unless other arrangements have been made with the Club's Manager prior to the event, the difference between this final accounting and those amounts previously paid will be due and payable at the conclusion of the event.

If all event charges are not paid by the conclusion of the event, late charges and interest at the rate of 1.5% per month may be levied on any unpaid balance. If legal action is required to collect an unpaid balance, the host will be responsible for all court cost and legal fees associated with collection of the debt.

## Cancellation

Cancellations made at least 60 days prior to the scheduled event date will receive a 100% refund of deposit. Cancellations made at least 30 days prior the scheduled event date will receive a 50% refund of deposit. No deposit refunds will be made if an event is cancelled within 30 days of its scheduled date.

## Rescheduling

If a host wishes to reschedule an event for which a deposit has already been paid, the date of the event must be rescheduled at least 60 days prior to the originally scheduled event date in order to have 100% of the original deposit applied to the newly rescheduled event. If the host reschedules the event 30 to 60 days before the originally scheduled event date, 50% of the original deposit will be applied to the rescheduled event and 50% will be forfeited to the Club. If the host reschedules the event less than 30 days before the originally scheduled event date, 100% of the original deposit will be forfeited to the Club and a new deposit will be charged to book the newly rescheduled event date.

## Dates & Timelines

A guaranteed number of event guests is required no later than three (3) working days prior to the scheduled event date. Please note that the Club is closed on Mondays and Tuesdays; therefore, working days are defined as Wednesday through Sunday.

A final menu selection is required no later than ten (10) days prior to the scheduled event date and a final linen color selection is required no later than thirty (30) days prior to the event date.

For evening events, decorating in the rooms/spaces designated for the event may begin at 10:00 AM on the day of the event. All events must end at 12:00 Midnight unless other prior arrangements have been made with the Club Manager.

## Menus & Menu Selection

Shreveport Yacht Club employs an executive chef who will be happy to work with event hosts and planners to create a unique menu for any event. If a specially designed menu is desired, the Club requests notice well in advance so that our chef can coordinate meeting times and tastings to ensure your satisfaction.

To assure that cuisine is pleasing to both palate and eye, all selections are priced per person in attendance at the event.

A minimum of 30 guests is required for the Club to provide buffet dining for an event. Hors d'oeuvres and will be replenished for up to two (2) hours after service begins. Leftover food may not be taken away from the Club after an event.

## Bar/Beverage Service

Shreveport Yacht Club holds a liquor license issued by the City of Shreveport and the State of Louisiana. As such, the Club is obligated by law to refuse alcohol service to anyone who is under the age of 21 or who is visibly intoxicated. The Club reserves the right to refuse service of alcoholic beverages to any person(s) unable to provide satisfactory proof of age. In addition, the event host shall comply with all applicable liquor laws and agrees that neither the event host, member sponsor nor any guest will request, offer or serve any alcoholic beverages to any minor or to any individual who appears intoxicated.

All beverages, alcoholic and non-alcoholic, must be consumed on Club premises. Open containers or glasses of such beverages may not be taken off Club property for any reason.

Charges for "open bar" events will be based on consumption. An opening inventory will be taken prior to the event and a closing inventory will be taken at conclusion of the event. Charges for beverages will be based on the difference between these inventories. A deposit

of \$10.00 per person, payable two (2) weeks prior to the event, will be charged for all open bar events.

A \$75.00 set up charge plus the cost of bartender(s) at a rate of \$20.00 per hour per bartender will be charged on all “cash bar” events at which guests pay for their own drinks

Absolutely no alcohol may be brought to an event from outside the Club. Alcohol not purchased from the Club and found in the possession of an event host or guest will be confiscated and a \$25.00 corkage fee per bottle will be added to the final event accounting. Confiscated bottles will be returned to the host at the conclusion of the event.

## Rentals

Shreveport Yacht Club is not responsible for rental items, including but not limited to tents, stages, inflatables, special lighting, sound equipment, tables, chairs and floral arrangements, brought to the Club by the event host, planners or vendors. Rental deliveries must be coordinated with the Club Manager to arrive at times that do not interfere with normal Club business or activities.

In addition to all other event fees and charges, a minimum \$100.00 service charge may be applied if Club staff is required to help set up or break down any rental items. The event host or planner should coordinate well in advance with florists, DJs, bands, rental companies, etc. to set up and break down their own equipment.

All rentals will be at the host’s expense unless other arrangements are made in advance with the Club Manager.

## Room/Space Fees

Shreveport Yacht Club has both indoor and outdoor areas that may be reserved for events. The Club’s indoor, upstairs bar area and the upper-level outdoor deck area may not be reserved for events. Moreover, at no time during an event will members of Shreveport Yacht Club be denied access to any part of the Club. Therefore, by reserving a specific area for an event, the event host acknowledges that his/her event will not have exclusive access to any Club spaces reserved for the event. A schedule of room/space fees follows.

	<b><u>Member Events</u></b>	<b><u>Member Sponsored Events</u></b>
<b><u>Upstairs Ballroom</u></b>		
Wednesday or Thursday	\$ 350.00	\$ 1,000.00
Friday through Sunday	\$ 500.00	\$ 1,500.00

	<u>Member</u>	<u>Member Sponsored</u>
<b><u>Downstairs Green Banana Bar:</u></b>		
Wednesday or Thursday	\$ 350.00	\$ 750.00
Friday through Sunday	\$ 450.00	\$ 1,000.00
<b><u>Outside Areas:</u></b>		
19 guests or fewer	No Charge	\$ 500.00
20 to 50 guests	\$ 350.00	\$ 750.00
51 and over	\$ 375.00	\$ 1,000.00
<b><u>Downstairs Bar + Outside Areas:</u></b>		
Wednesday or Thursday (50 guests or fewer)	\$ 450.00	\$ 1,000.00
Wednesday or Thursday (over 50 guests)	\$ 600.00	\$ 1,500.00
Friday – Sunday (50 guests or fewer)	\$ 650.00	\$ 1,500.00
Friday – Sunday (over 50 guests)	\$ 725.00	\$ 1,750.00

## Swimming Pool Fees & Services

Events including swimming will be charged a pool usage fee, in addition to applicable room/space fees, as follows:

Member Events:	\$ 200.00
Member Sponsored Events:	\$ 500.00

Any swimming event will be required to have at least one lifeguard on duty from one hour prior to the start of the event until one hour after the end of the event. Shreveport Yacht Club employs lifeguards on Saturdays and Sundays during its normal pool season from Memorial Day through Labor Day. On Saturdays and Sundays during normal pool season, only one additional lifeguard will be required to cover swimming events for 20 or fewer guests. Additional lifeguard(s) will be required at all other times in accordance with the following table.

	<u>In Season</u>	<u>Out of Season</u>
20 guests or fewer, Wednesday thru Friday	1	1
20 guests or fewer on Saturday or Sunday	0	1
21-50 guests, Wednesday thru Friday	2	2
21-50 guests, Saturday or Sunday	1	2

Shreveport Yacht Club will attempt to source additional lifeguards to cover swimming events but the ultimate responsibility for furnishing sufficient additional lifeguards to cover the event rests with the event host. Additional lifeguards provided by the Club will be charged to the event at the rate of \$15.00 per hour.

SYC is unable to accommodate swimming events for more than 50 guests.

# Criteria for Member Event Pricing

Shreveport Yacht Club provides preferred member pricing for Member Events with the following stipulations.

The event host must be a member in good standing of SYC and, unless other prior arrangements are made with the Club Manager, shall abide by the reservation, payment, cancellation, rescheduling and timeline terms contained herein.

Weddings and receptions must be for the member him/herself or the member's child to qualify for Member Event pricing.

Members hosting an event for a company or a professional or non-profit organization must be the owner, president or chief executive of that company or organization to qualify for Member Event pricing.

## Opening Fees

Shreveport Yacht Club is closed on Mondays and Tuesdays but will hold an event on either of these days for a minimum of 50 guests. A \$500.00 opening fee will be charged for events held on these days in addition to all other applicable facility charges and fees.

## Additional Service Fees

With the exception of linen, the following fees apply only to events NOT catered by Shreveport Yacht Club.

Linen Tablecloths	\$10.00 each
Linen Table Skirts	\$15.00 each
Linen Napkins	\$.50 each
Chafing Dishes	\$20.00 each (includes fuel)
Lights Around Lower Deck	\$150.00
Dinner Plates	\$1.00 each
Salad Plates	\$1.00 each
Dessert Plates	\$1.00 each
Silverware Set-Up	\$1.00 per
Water/Tea Glasses	\$1.50 each
Food Warmer Box	\$100.00

A reasonable fee may be charged for the use of SYC-supplied paper and plastic goods such as napkins, plates, cups, utensils, etc.

# Sponsoring Member Statement

As a member in good standing of Shreveport Yacht Club, I agree to sponsor the following event.

**Host Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

As sponsoring member, I understand that

1. I am required to attend the event and to be on SYC premises while the event is taking place
2. I am ultimately responsible for the conduct of those attending the event and any third-party service providers to the event
3. I am ultimately responsible for any event fees, costs for services, taxes, and damages not recoverable from the event host.

**Sponsor's Name:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Event Contract

**Host Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Time: (Start)** \_\_\_\_\_ **(End)** \_\_\_\_\_

**Host Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Area(s) Requested:** \_\_\_\_\_

**Estimated Number of Guests:** \_\_\_\_\_ **Facility Charge:** \_\_\_\_\_

**SYC Member Sponsor:** \_\_\_\_\_

## General Terms & Conditions

Host agrees to indemnify, save and hold harmless Shreveport Yacht Club, Inc. and/or its managers, staff, board of directors and membership from liability and claims for damages, including all attorney fees, costs, expenses to defend any claim whatsoever, including loss of use while in, upon or in any way connected with the use of herein-described premises as a result of the event.

Host accepts Club premises in their "as is" condition and acknowledges that Shreveport Yacht Club has made no representation or warranties with regard to the suitability and/or condition of the premises. Host acknowledges that he/she is responsible for the conduct and safety of all event guests.

Host agrees that any and all vendors, including but not limited to theatrical agents, florists, photographers, etc., providing a service for the event must comply with the terms of this event agreement.

Host agrees that, with the exception of normal wear and tear, any property damages resulting from the event will be repaired at his/her expense.

Host assures that neither event guests nor vendors nor any event activities will obstruct any boat or vehicle access, sidewalks, halls, exits, entrances or passageways on Club premises. Host further assures that event guests and vendors will comply with all safety, fire protection, and evacuation procedures and regulations established by Shreveport Yacht Club and/or appropriate governmental agencies and will obey all Club rules and governmental ordinances.

Host agrees that event guests and vendors shall not occupy portions of the Club not reserved for the event and further agrees to prevent event guests and vendors from bringing alcoholic beverages onto Club property.

By signing this agreement, host represents that he/she has reviewed and understands this entire agreement and its attachments and agrees to abide by Shreveport Yacht Club's Event Policies & Contract, to be responsible for informing all event organizers, planners, vendors and guests of these policies and to enforce strict compliance with these policies.

**Host's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SYC Manager's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_