



FACILITY RENTAL GUIDELINES

NON-MEMBER USSCMC RATE SCHEDULE

Hourly Rates : Air Conditioned Meeting Room / Kitchen / Deck \$125.00 for 1st hour*
\$100.00/hr. each additional hour
*includes 1 free hour set up &
1 free hour clean up

Full Day Rates: Pricing allows for normal sailing operations to continue

Air Conditioned Meeting Room / Kitchen / Deck \$500.00/day

Full Facility Rental Inside & Outside Combined \$750.00/day

Full Facility Private Use Only: Membership Sailing would be closed \$2000.00/day

Sailing Deck can accommodate 50 people for seated dinner, or 100 standing room only. The 100-person capacity includes any hired catering staff, bands, etc. Use of kitchen includes sink, microwave, and refrigerator. Outside grounds includes use of gas grill (provide your own fuel or \$10 fuel charge) and will allow for a tent to be utilized.

TERMS AND CONDITIONS: The parties agree to the terms, conditions, and policies as set forth in this document. However, each rental contract may vary depending on specific requests and in these instances the Facility Rental agreement overrides all other statements.

MEMBER & NONPROFIT DISCOUNT: The Sailing Center offers special pricing for USSCMC members and not-for-profit organizations (i.e., a 501(c)(3) charitable organization). Please contact Sailing Center for special pricing.

RESERVATIONS: Reservations will be accepted no more than 8 months prior to an event. A 25% deposit will be required at time of reservation.

SECURITY DEPOSIT: Security Deposit is due in full on or before 30 days prior to the event. Security Deposit will be returned within 15 business days after the event. USSCMC staff will inspect building and grounds to determine that user/renter cleaned up as agreed in facility rental agreement.

ALCOHOL POLICY: Alcoholic beverages are prohibited without a \$1 million insurance liability policy with the alcohol clause naming **USSCMC and the Martin County Board of County Commissioners** as additionally insured. If USSCMC determines there is alcohol use by anyone under 21 years of age, USSCMC reserves the right to cancel the event, keep all monies and contact appropriate authorities. Liquor can be served, but not sold in any manner.

GENERAL LIABILITY POLICY: Events with attendance greater than sixty (60) are required to have a \$1 Million insurance liability policy naming **USSCMC and Martin County Board of County Commissioners** as additionally insured. (Same as Liquor Policy)

CATERED EVENTS: **1)** All food must be prepared by a licensed caterer. **2)** Set-up and break-down of catering equipment is the responsibility of the caterer and must be completed within hours allotted on the rental agreement. **3)** Clean up and removal of all trash, decorations, and floral arrangements is user/renter responsibility. USSCMC staff will assist with set-up of trash containers. **4)** All tables and areas used by the caterer must be wiped clean. Notify USSCMC staff of any spills or stains.

NON-CATERED EVENTS: USSCMC is not liable for any food or beverage supplied or served by user/renter.

TENTS: Although USSCMC does not provide tents for events you may include a tent as part of your facility rental agreement. Tents larger than 10 x 10 will require a permit, which is normally supplied by the tent rental company. Location of tent requires approval and tent must be secured to the ground. Tents must be removed from the event grounds by 10am the following day of rental.

NON-CATERED EVENTS: USSCMC is not liable for any food or beverage supplied or served by user/renter.

DECORATIONS: With the beautiful waterfront setting, you don't need to bring much. Please limit to tables and food service bar. Self-standing decorations or decoration that may be tied to the building are permitted. However, use of nails, thumbtacks, tape, glitter, confetti, seeds, fireworks, sparklers, balloons, or anything similar that could blow in the water is not permitted.

PARKING FOR LARGE EVENTS: For events of 150 or more, the user/renter will be responsible for staffing a parking attendant to direct guests to appropriate parking areas.

ACCESSIBILITY: The Sailing Deck (meeting room, outside deck, handicap bathroom, and kitchen) is wheelchair accessible.

BOATS AND DOCK: Kayaks, sailboats, and docking of boats/personal watercraft are not included in facility rental. Boats may be rented for additional fees

SMOKING: Smoking is not permitted in the Sailing Center facility or within 10 feet of the building. Please dispose of smoking materials appropriately.

CHAPERONES: Adult chaperones are required at events where children under 21 years of age will be in attendance.

SOUND SYSTEM: The Sailing Deck has a sound system, speakers, and portable microphone (1). As it is an intimate space, things like amps and large equipment are not needed. Power-wise, the Sailing Deck can accommodate a small 3-4 person band with reasonable sized speakers. Sound must be kept at an acceptable level and not in violation of any city or county regulations.

LOSS OF PROPERTY: USSCMC is not responsible for damages to persons or property, or loss of property at USSCMC prior to, during, or following the event.

EVENT SETUP AND CLEANUP: Event set-up & cleanup **are not** included in the rental rate and is the responsibility of user/renter. All areas used must be returned to the condition and order they were in before scheduled use. All garbage must be deposited in the dumpster and/or recycling containers.

All rentals exceeding their check out time will incur a late fee of \$50.00 for every 30 minutes. In addition, any clean-up that must be done by USSCMC staff will be charged to user/renter at a rate of \$50.00 per 30 minutes and will be deducted from the security deposit (see Security Policy).

Other questions? Please contact the USSCMC office at 772-334-8085 or email: office@usscmc.org

CANCELLATION POLICY: Event must be cancelled prior to 30 days before event in order to receive a full refund. If notice to cancel is less than 30 days there will be no refund. All cancellations requests should be submitted in writing. ** Deposits and Payments (including insurance) must be paid 30 days prior to event**

FACILITY RESERVATION AND RENTAL AGREEMENT

BASE RENTAL FEE \$ _____

LESS 25% DEPOSIT AT BOOKING \$ _____

LATE BOOKING FEE \$50.00 \$ _____
BOOKED LESS THAN 30 DAYS PRIOR TO EVENT

SUB TOTAL \$ _____

SECURITY DEPOSIT \$ _____

INSURANCE FEES \$ _____ **Please remit proof of coverage for Liability & Alcohol

TOTAL DUE: \$ _____

THIS AGREEMENT IS MADE ON THIS _____ DAY OF _____, 2018, BETWEEN THE US SAILING CENTER OF MARTIN COUNTY AND _____ OF _____
ORGANIZATION OR INDIVIDUAL'S NAME ADDRESS

_____. HEREINAFTER CALLED THE USER/RENTOR, FOR THE USE OF THE US SAILING CENTER
PHONE

FACILITY ON _____, FOR THE FOLLOWING PURPOSE(S):

DATE AND TIME FACILITY TO BE USED _____

FOR _____
ORGANIZATION

BY _____
USER/RENTER

BY _____
USSCMC EMPLOYEE

DATE _____