



Monroe Boat Club

7932 Harbor Dr.
Monroe, MI 48161-3825

Banquet Room Usage Agreement

The use of the banquet room is limited to members in good standing of Monroe Boat Club, Monroe Boat Club Auxiliary and those otherwise authorized under the Monroe Boat Club House Rules.

The Vice Commodore (or the Rear Commodore if appropriate) is the representative of the Monroe Boat Club in charge of the scheduling of the use of the banquet room.

The usage agreement/application becomes official only upon acceptance of the appropriate agreement forms and payments to the Monroe Boat Club in care of the Vice Commodore.

A \$50 minimum deposit is required to hold the room and is due with the application for rental. Banquet room rental is \$250/day for Friday – Sunday, or \$150/day for Monday – Thursday. The deposit is non-refundable and can be used as part of the rental fee. Use of the kitchen, outdoor grill and/or pavilion shall be charged as described in the Banquet Room Usage Application, in addition to the base rental fee. A separate check or money order for \$150 must be provided prior to date of the rental for a security/cleaning deposit. It is the responsibility of the sponsor/renter to leave the facility and all of the areas rented in at least as good condition and cleanliness as it was prior to the rental.

The security/cleaning deposit, after adjustment for cleaning, smoking and damage, will be returned after the facility has been checked for cleanliness, smoking and damage. Any reduction in the amount of the deposit returned is appealable by submission to any member of the MBC Board of Directors in writing within 14 calendar days of the return of the deposit or notice that the deposit will not be returned.

Charges in addition to the security/cleaning deposit may be assessed by the Board of Directors upon written documentation from the Vice Commodore. The Sponsor/Applicant shall be notified in writing of such charges via registered mail. The charges may be appealed as stated above. The time, date, and location of the appeal meeting will be made available to all parties at least 14 calendar days prior to the meeting. During the appeals meeting, the Board shall have the written documentation and assessment from the Vice Commodore and give the member/applicant the opportunity to be heard. The Board will assess the member/applicants appeal and render any changes to the assessed charges at that time. MBC will not have any obligation to consider further appeals.

Permission to use the kitchen equipment, outdoor grill, or pavilion area must be obtained from the Vice Commodore prior to the event and must be noted on the agreement.

Permission to use the banquet room bar must be obtained from the Rear Commodore prior to the event and noted on the Banquet Room Bar Application. All alcoholic beverages must be purchased through Monroe Boat Club, and the bartender must be an employee of the Monroe Boat Club bar staff. The Banquet Room Bar Application must be completed and returned with the rental application. This attachment will be given to the Rear Commodore by the Vice Commodore.

No alcoholic beverages may be carried into Monroe Boat Club Clubhouse by the Sponsor/Applicant or any of the functions attendees.

Consumption of alcoholic beverages at the affair is the responsibility of the Sponsor/Applicant as the host. The Monroe Boat Club is not liable for Dram Shop Liability for which the Member/Applicant agrees to hold harmless and indemnify the Monroe Boat Club for any and all costs of litigation and damages related thereto.

The Sponsor/Applicant is solely responsible for the conduct of his/her guests and any damage to Monroe Boat Club property.

All chairs and tables are to be returned to their original location as directed by the Vice Commodore.

Adjustment to the thermostats is restricted to the Vice Commodore or his designated representative for the event.

No smoking or vaping is allowed in the Monroe Boat Club Clubhouse. There is a designated smoking area outside the north entrance to the clubhouse.

No stick on items, no decorative/festive glitter, no peanut shells, no dye colored drinks or confetti are permitted on Monroe Boat Club property.

If the Sponsor/Applicant will not be present during any portion of the event, he/she must designate, to the Vice Commodore, another Monroe Boat Club member who will be their representative during his/her absence. This must be done prior to such absence.

Any Officer or member of the Board of Directors of the Monroe Boat Club is authorized to terminate the use of the Monroe Boat Club Clubhouse and order the immediate vacation of the participating members and guests for any activity not permitted under the Usage Agreement; and all fees, funds, and deposits will be forfeited in the event of any violation of these rules in particular and the Monroe Boat Club rules in general.

I have read the above information and understand the responsibilities and agree to abide by same. If there are any questions, contact the Vice Commodore prior to submission of the usage application.

Sponsor/Applicants Printed Name: _____

Sponsor/Applicants Member #: _____ Phone # _____

Sponsor/Applicants email: _____

Sponsor/Applicants Signature: _____

Date: _____

Please make checks payable to Monroe Boat Club for the appropriate amounts. The security/damage deposit check must be a separate check. The checks and documents are to be received at least two weeks prior to the event. The deposit check must be received and acknowledged by the Vice Commodore in order to hold the date and time of the event. The completed forms, applications and checks may be placed in the mail slot in the Commodore's Room or mailed to:

Vice Commodore
Monroe Boat Club
7932 Harbor
Monroe, Michigan 48161

Your request is confirmed upon acceptance by the Vice Commodore. The confirmation will be via telephone or preferably email. If you desire a return of the confirmed copy via postal service, please include a stamped, self-addressed envelope with the application. If there are any questions, please contact the Vice Commodore.



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Banquet Room Usage Application

I desire to use the dining room at Monroe Boat Club. Attached hereto is a completed Monroe Boat Club Banquet Room Usage Contract, a signed Usage Information sheet, and a Back Bar Arrangement sheet along with my check(s) for the required deposits and fees. Please print or type the information on these forms.

Member/Applicant's Name: _____ Member # _____

Address: _____

City: _____ State: _____

Zip: _____ Telephone: _____ Email: _____

Activity Information:

Date: _____ Start time: _____ End time: _____ Number attending: _____

Type/Function: _____

FEES:

Reservation Fee \$50.00 Date received: _____ By: _____
A non-refundable reservation fee of \$50.00 is required. This will be applied toward the total usage fee.

Usage Fee \$250.00 (Friday-Sunday), Date received: _____ By: _____
or **\$150.00** (Monday-Thursday) Date received: _____ By: _____
A non-refundable reservation fee of \$50.00 is required. This will be applied toward the total usage fee.

Equipment Fee \$60.00 each item Date received: _____ By: _____
(1) _____ *Kitchen, including dishes and silverware,* (2) _____ *Large outside grill.*
Total Fee: \$ _____

Damage Deposit \$150.00 Date received: _____ By: _____
A separate check to cover cleaning and damage is required. This will be returned or used as described in the Banquet Room Usage Information.

NO ALCOHOLIC BEVERAGES MAY BE CARRIED INTO OR OUT OF THE MONROE BOAT CLUB CLUBHOUSE

I have read the attached rules, regulations, and costs and understand my obligations and agree to abide by them.

Date _____ Member/Applicant's Signature _____

Date _____ Vice Commodore's Signature _____



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Banquet Room Bar Application

I desire to have Monroe Boat Club open the Banquet Room Bar for my event. This arrangement is completed with my information and requests. The Rear Commodore may contact me to discuss any of the information below. Please print or type the information on these forms.

Member/Applicant's Name: _____ Member # _____

Activity Information:

Date: _____ Start time: _____ End time: _____ Number attending: _____

Type/Function: _____

Contact Information Telephone: _____ Email: _____

Identify any special type of drinks that are requested (such as Champagne, etc.):

If an Open Bar is requested, the member/applicant is responsible to pay the total bar bill at the conclusion of the event at Club prices.

If the member/applicant requests to have Bar Service available for their guests, it is required that an MBC member sells tickets, and special event pricing is in effect.

Please indicate either: Open Bar _____ Bar Service _____

Requested Bartender (if available) _____

The Rear Commodore will assign a bartender, preferably the person requested who is an employee of MBC. The bartender will be paid directly by the member/applicant at the conclusion of the activity. The bartender will be paid at the rate of twelve dollars (\$12.00) per hour and the chargeable time shall include one half hour before and one half hour after the scheduled time of the event. Any tips belong to the bartender and shall not be offset against the bartender charges for the event. If the tips are less than 10% of the total bar charges, the bartender will be paid an additional amount to bring the total tips to 10%.

Member/Applicants signature _____

Date _____