

PORT ARTHUR YACHT CLUB

Thank you for reserving Port Arthur Yacht Club facilities. The following information is from our club policies and by-laws; please follow these guidelines.

1. Reservations must be made with the Social Chairperson at least one month in advance so that it may be posted in the *Mainsheet*.
2. To reserve Port Arthur Yacht Club facilities for a private function, you must be a member in good standing.
3. A \$400.00 security deposit is required to cover damages and/or excessive clean up; otherwise the deposit is fully refundable.
4. A \$100.00 non-refundable building usage fee is required.
5. Occupancy limit is 125 - Time limit is 11:00 PM.
6. Reserving the clubhouse does not give you exclusive use of the facilities. Members are entitled to access at all times.
7. Reservations are for members or their immediate family.
8. The reserving member must be present at all times for as long as his/her guests are on the property.
9. Do not loan club property to non-members, i.e., gate cards, keys, etc.
10. Service gate may be opened to allow access to your guest. It is the member's responsibility to secure all club property after your function. Parking is restricted to the clubhouse or the visitor parking area. **Not in the boat slip area.**
11. No food or drinks are allowed in the lounge area. Also, the clubhouse is a non-smoking facility. Please see that your guests observe this.
12. The member is responsible for clean up and/or any damages incurred. The facility will be inspected before and afterwards by a member of the Board of Directors.
13. Cleaning supplies will be stored in the men's restroom closet. Please return them after use.
14. Donations to Port Arthur Yacht Club will be appreciated.
15. Reservations will not be confirmed until this signed copy is received.

Date Club House needed: ____/____/____

Approximate time for use: ____:____ until ____:____

Name: _____

Contact Info: _____

Signature _____

Please return along with your **\$400.00 security deposit** and **\$100.00 usage fee** checks to:

Eric Phelan
2935 Bonney Briar Place
Beaumont, TX 77707

(For more information, email Eric at clubhouse@payc.us or leave a message at 409-679-0364.)