

***TURTLE POINT
YACHT AND COUNTRY CLUB***



***MEMBER
BANQUETS AND PRIVATE EVENTS***

Turtle Point Yacht and Country Club

Event Request Form

Turtle Point Yacht and Country Club is pleased to offer its services for private banquets and events. Our staff is committed to providing outstanding food and beverage services for your special event.

In order to comply with the requirements of the Internal Revenue Services, the information on this form must be completed and returned prior to your special event. Please assist the Club in maintaining its tax exempt status by completing this form.

_____ _____ _____
Date of Event Total Guests in Party # of Club Members in Party

1. What is the event (i.e. luncheon, dinner, etc) _____
Name of room to be used _____

2. I am sponsoring the event for a non-member ___ Yes ___ No

3. I will be responsible for the cost of this event.
I will not be reimbursed by anyone. ___ Yes ___ No
If no, who will reimburse? _____

4. Will any speech, formal presentation or business be
conducted at any time during the event? ___ Yes ___ No

5. Will any admission fee or any type of charge be required
to attend the event, either upon arrival or by mail? ___ Yes ___ No

6. I agree to be responsible for any damages to the Club facilities during or in the
decorating of the event and to abide by the policy attached concerning alcohol
consumption as set forth by Turtle Point Yacht and Country Club.

Member Name (please print)

Signature of Member

Club Number

Turtle Point Yacht and Country Club

Definition of Member / Member Sponsored Events

Member Event

Food minimum, 20% Service Charge, Sales Tax

A private social event hosted by a member and paid for by the member.

A private social event hosted by a member for their personal business.

Member Sponsored Event

Room Minimum, Food Minimum, 25% Service Charge, Sales Tax

A private social, civic or political event sponsored by a member, but hosted by a non-member, a group or business.

For reciprocal events, a letter of introduction must be provided to the Club Manager for approval when booking.

Club Priority Policy

Member events have priority over and can “bump” a Member Sponsored event up to six months prior to the event. This provision does not apply if the Non-Member is a relative of a TPYCC Member. A relative is defined as a parent, child, grandchild, brother, sister, niece or nephew.

Any exception to or deviation from the booking policies must be approved by the Clubhouse Manager.

Turtle Point Yacht and Country Club ***Special Event Policies***

Completion of this form and payment of any required deposits will allow Turtle Point Yacht and Country Club to reserve the date you are requesting.

Member-Sponsored events require a deposit equal to the room rental fee which must be paid in order to reserve a date. This deposit is refundable outside of 60 days prior to the event.

**** All Menu Prices Subject to Change ****

1. Final guest guarantee is due no later than 72 hours prior to the event. No decrease in food quantities may be made after this time. (If number of guests in attendance exceeds the guaranteed number, applicable "per person" food charges will apply.)
2. Menus must be planned with the TPYCC Special Events Coordinator at least two weeks in advance of an event. Menu planning should begin no less than 4-6 weeks out.
3. Turtle Point Yacht and Country Club will not be responsible for food quality if the scheduled meal times set up prior to event are not followed by the booking party/host.
4. The host is responsible for informing all guests of the acceptable dress for their event.
5. A copy of the event invitation must be provided to the Special Events Coordinator.

I have read and understand all of the Special Event Policies and I accept full responsibility for all incurred charges.

Member Signature: _____ Club # _____

Booking Guest Signature: _____

Event Name: _____ Event Date: _____

Deposit: _____ Date Received: _____

No Member-Sponsored event is to be placed on the books of TPYCC until this form and the deposit are completed and returned to the Club.

Turtle Point Yacht and Country Club ***Special Event Policies (continued)***

Guarantees

Guarantees of number of guests must be given 72 hours prior to your event. Your final bill will be based on this number, even if fewer guests than guaranteed attend your event. Should more guests attend, you will be billed the appropriate additional “per person” charges based on your menu selection.

Menus

Menu prices are subject to change at any time. Menus should be selected no less than two weeks prior to your event to allow for ordering of specific items. Upon receipt of 72 hour guarantee, menu item quantities may not be decreased. Total food cost is the responsibility of the Booking Member / Member Sponsor.

Service Charge & Sales Tax

Member events are charged 20% service charge and applicable sales tax.
Member-Sponsored events are charged 25% service charge and applicable sales tax.

Decorations

Please clear all plans for decorations with management. No tacks, push pins, tape or any adhering substance may be used on the walls or ceilings of Turtle Point Yacht and Country Club. Any misuse of Turtle Point Yacht and Country Club property will require replacement of damaged areas and/or equipment. **Turtle Point Yacht and Country Club is not responsible for merchandise left in the facility prior to or following an event.** Due to limited storage space, all flowers and decorations must be delivered the day of the event and removed no later than the start of the next business day. The Booking Member or Sponsored Individual is responsible for advising their florist of these rules.

Advertising and Invitations

There can be no advertising, press releases or notices indicating that the general public is invited. Invitations can only be sent to those affiliated with the group in some manner and their guests. Open invitations to the public are not allowed. The name of Turtle Point Yacht and Country Club cannot be published in any form except on the official invitation to those persons invited. All reservations for the activity must be made to the sponsoring group who will designate an individual to notify Turtle Point Yacht and Country Club of the number of persons attending.

IF ANY PART OF THE CONTRACT IS VIOLATED, THE EVENT MAY BE SUBJECT TO CANCELLATION.

Turtle Point Yacht and Country Club Dress Code

Turtle Point Yacht and Country Club is the membership's home away from home. We request that the Dress Code be adhered to by all members, their guests and friends. Help us make Turtle Point Yacht and Country Club a place where everyone will be proud to dine and/or visit.

Main Club Area

The Main Club Area includes the front Entrance Hall, Living Room/Dining Room, Reception Rooms, and Private Dining Rooms. Each event or party will be designated by the host as either "jackets with ties", jackets, Country Club Casual (collared shirt and slacks), or costume/theme party.

It is the responsibility of the booking member or sponsored host to ensure that all guests understand and follow the designated dress code. Please be sure to inform all vendors and musicians that they are expected to be dressed appropriately (collared shirt, slacks) when decorating, delivering, or setting up.

Event Cancellation Policy

Any Member or Member Sponsor who has reserved space for an event will be charged a cancellation fee if the event is cancelled within 60 days of the scheduled date. The Cancellation Fee will appear on the sponsoring member's next month statement.

Event Cancellation Fees for members are as follows:

Living Room and Dining Room	\$1250
Sun Room and Terrapin Room	\$750
Living Room	\$750
Dining Room	\$750
Gaslight	\$150
Mandarin Room	\$100
Fairway	\$300

Event Cancellation Fees for member-sponsored events are as follows:

If a member-sponsored event is cancelled less than 60 days before the event date, the full room rental fee will be due. If cancelled within 72 hours of the event, the full food charges will also be due.

I understand the Turtle Point Dress Code and Cancellation Policies.

Member Signature

Date

Turtle Point Yacht & Country Club
Special Event Policies
FOR MEMBER-SPONSORED EVENTS

All events must be sponsored by a member of Turtle Point Yacht & Country Club. The member must sign a sponsorship consent form. All charges must be billed to the sponsoring member's club account. A deposit equal to the room rental fee is due upon application of the event. This deposit is refundable outside of 60 days prior to the event. Deposits are to be made by cash or check; TPYCC does accept credit cards, a 3% service fee will apply.

Room Rental Fees for Member Sponsored Events

	Capacity	<u>Sat</u>	<u>Dinner</u>	<u>Lunch</u>
Sunroom and Terrapin Room	60-80	\$1000	\$800	\$300
Dining Room and Living Room	75-175	\$1500	\$1250	\$400
Dining Room	50-125	\$1000	\$800	\$200
Living Room	50-125	\$1000	\$800	\$300
Gaslight	30-50	\$500	\$150	\$75
Mandarin Room	10-25	\$200	\$150	\$50
Williamsburg Room	12	\$100	\$75	\$25
Lakeside Wedding	200	\$1500	\$1500	\$1500
Poolside Veranda	30-50	\$400	\$300	\$300
*Men's and Ladies Locker Room (For Wedding Party)		\$175		\$175

*Opening the club on Monday or Tuesday \$2500 Plus Minimums

Turtle Point Yacht & Country Club

Member Sponsored Event Minimums

“Room Minimum” refers to the amount of food/beverage that must be purchased to book a particular room for a Member Sponsored event. **This is not a room charge.** The following prices are based on the event, room and time of day. Minimum applies to food and beverage.

Our Special Events Coordinator and Executive Chef will be pleased to create a menu for your occasion.

<u>Daytime Room Minimums</u>	<u>Tuesday-Thursday</u>	<u>Friday-Sunday</u>
Dining Room & Living Room	\$1000	\$2000
Dining Room	\$500	\$750
Living Room	\$500	\$1250
Williamsburg Room	\$75	\$75
Mandarin Room	\$150	\$150
Terrapin & Sunroom	\$300	\$400
Gaslight	\$300	\$400
Fairway	\$300	\$400
Veranda	\$200	\$400

<u>Evening Room Minimums</u>	<u>Tuesday-Thursday</u>	<u>Friday-Sunday</u>
Dining Room & Living Room	\$1500	\$3000
Dining Room	\$750	\$1200
Living Room	\$750	\$1800
Williamsburg Room	\$200	\$200
Mandarin Room	\$300	\$400
Terrapin and Sunroom	\$400	\$750
Gaslight	\$600	\$900
Veranda	\$400	\$600

Special Fees

- Wedding Cake Cutting Service \$1.50 per person
- Bartender each \$75.00 (waived for sales over \$400.00 ea.)
 - *1 Bartender is required for every 80 guests
- Shuttle Service \$25 per hour
- Coat Check Service \$15 per hour