



# PALM BEACH SAILING CLUB EVENT PACKAGE





# PALM BEACH SAILING CLUB

**PALM BEACH SAILING CLUB**  
4600 North Flagler Drive  
West Palm Beach, FL 33407  
Ph.: 561-881-0809 Fax: 561-881-1424  
Email: [office@pbsail.org](mailto:office@pbsail.org)  
Website: [www.pbsail.org](http://www.pbsail.org)

## **PALM BEACH SAILING CLUB FACILITY RESERVATION FORM & AGREEMENT**

Host: \_\_\_\_\_  
Function Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Other/Cell: \_\_\_\_\_  
Emergency contact: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Description of Function: \_\_\_\_\_  
Expected number of guests: \_\_\_\_\_

### **FACILITY CHECK LIST:**

Security Deposit \_\_\_\_\_ Facility Fee: \_\_\_\_\_  
Bar Package \_\_\_\_\_ 20% gratuity \_\_\_\_\_  
Tax: \_\_\_\_\_  
Total: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Balance Due: \_\_\_\_\_

Bar Package type: \_\_\_\_\_



### **PAYMENT POLICY:**

A \$500.00 refundable deposit shall be paid at time of signing the reservation agreement. This payment is required to reserve the facility and is refundable as long as the facilities are cleaned and undamaged after the event. This fee is non-refundable in the event of cancellation. Ten days prior to event, host/renter must pay the balance due, including the bar package deposit. Liquor charges will be estimated as pre-agreed pricing. A valid credit card imprint for the estimated charges may be used.



### **DAMAGES: SETUP/CLEAN UP:**

The host/renter is responsible for any set up not written in this agreement and clean up of the facility. Host/renter understands that if any area used is not fully cleaned or is damaged, the cost of cleaning or repair will be retained by PBSC from the security deposit. If the security deposit is not sufficient, host/renter will be personally responsible for such charges. Host/renter agrees to be responsible for any and all liability and damages occurring on the premises caused directly or indirectly by the host/renter, his or her guest, employees, independent contractors, or other agents including without limitation, damages occurring during the specified time of event set up and or breakdown time and damages to PBSC real and personal property.

### **ENTERTAINMENT/CATERING:**

The host/renter may hire musicians or other entertainment and is responsible for complying with local noise ordinances. All entertainment, equipment rentals and caterers must have proof of insurance and all certificates required by Florida state law.

### **BEVERAGES:**

All beverages will be provided by PBSC and will be billed in accordance with the PBSC rate schedule. There will be a 20% gratuity added onto the beverage bill. No alcoholic beverages will be served to anyone under the age of 21. No off site beverages are to be brought on PBSC premises. If alcoholic beverages are brought on premises, legal actions will be taken.

## **FACILITY RATES**

### **FACILITY RENTAL FEES:**

- Saturday prices: \$1,500 for the day
- Weekday Prices: \$1,300 for the day
- Hourly Rates for 50 people or less: \$150 (minimum 4 hours)
- Hourly Rates for more than 50 people: \$250 (minimum 4 hours) This also includes weddings and rehearsal dinners



## **RULES FOR PALM BEACH SAILING CLUB PROPERTY**

\* No permanent changes will be made in club décor. If host/renter would like the club furniture moved, he/she is responsible for moving, and it must be replaced in proper areas. The cushions on the wicker chairs should not be in the rain.

\* The following needs to be provided by the host/renter: All table linens, tableware, glassware, and decor. You may use the tables and chairs located on the property. The deck is 53'L x 34' W. The club only has enough parking for up to 30 vehicles. There is the option of parking downtown and renting the trolley.



Molley's Trolleys offers anyone renting our facilities a 10% discount. Just let them know you are using the trolley to get to our facilities.

\* If supplies are delivered to or picked up from PBSC for your event, the host/renter or a responsible designee must be present to receive them during business hours Monday-Friday 8:30 a.m. to 5:00 p.m. only the day before or day after the event. PBSC is not responsible for any damages, theft, or liability of any tables, chairs, rental equipment or other items left on the PBSC property. Certain things may be set up on the night before the event, but this must be verified with the office.

\*The shower facilities are for members only.

\* Music volume level ends at 10:30 p.m. Host/Renter will be notified at 10:00 to give warning of last call and last song. PBSC property is to be cleaned and vacated by 11:00 p.m.

\* Host/Renter is responsible for the conduct of their guest(s). If the manager Of PBSC deems necessary, they will ask unruly guest(s) to leave. If the unruly guest(s) refuses to leave PBSC property, the police will be called to remove unruly guest(s) from the PBSC premises. The Palm Beach Sailing Club is not liable for any damage to person or personal property.

\* There are sails hanging from the rafters above the deck. They can be covered, or if the host/renter would like, he/she can pay an extra \$200 to have them removed during the event and hung back up afterward.

\_\_\_\_\_ We would really love to use pictures taken at your event to post on our Facebook, Instagram, Twitter, website, and event package. If you grant permission for this, please initial. Also, any pictures sent by your photographer would be greatly appreciated.



---

## PREFERED VENDORS LIST

### Entertainment:

Samour Entertainment LLC  
Carlos "DJ" Samour  
561-317-6529  
[Djsamour@gmail.com](mailto:Djsamour@gmail.com)  
[www.facebook.com/samourent](http://www.facebook.com/samourent)

### Photographers:

Frank Donnino  
561-732-1414

### Catering:

The White Apron  
710 N Dixie Hwy,  
Lake Worth, FL 33460  
561-585-2985  
[www.whitapron.org](http://www.whitapron.org)

Cordon Bleu Catering  
561-339-2444 (Melanie)  
561-797-1724 (Michael)

### Event Rentals:

Tent Logix  
Antony Lyons  
2820 SE Martin Square Corp Pkwy  
Stuart FL, 34994  
561-351-6390  
[www.tentlogix.com](http://www.tentlogix.com)



---

# **PBSC BEVERAGE PACKAGE AGREEMENT**

## **CASH BAR**

**ALL GUESTS PAY PER DRINK**

## **OPEN BEER AND WINE BAR**

**INCLUDES DOMESTIC AND IMPORTED BEERS, HOUSE WINES BY THE GLASS, SOFT DRINKS, & JUICES. \$15.75 PER PERSON, FIRST 3 HOURS/\$4.25 PER PERSON EACH ADDITIONAL HOUR.**

## **STANDARD WELL BAR**

**INCLUDES STANDARD LIQUORS, LIQUEURS, DOMESTIC & IMPORTED BEERS, HOUSE WINES BY THE GLASS, SOFT DRINKS, & JUICES. \$19.75 PER PERSON FIRST 3 HOURS/\$4.75 PER PERSON EACH ADDITIONAL HOUR.**

## **PREMIUM OPEN BAR**

**INCLUDES PREMIUM LIQUORS, LIQUEURS, DOMESTIC & IMPORTED BEERS, HOUSE WINES BY THE GLASS, SOFT DRINKS, & JUICES. \$24.75 PER PERSON FIRST 3 HOURS/ \$5.55 PER PERSON EACH ADDITIONAL HOUR.**



**PREMIUM WINES, CHAMPANGE, SIGNATURE DRINKS PRICED SEPARATELY**

**I have read and understand the above terms and rules and agree to accept them by signing below.**

By: \_\_\_\_\_  
PBSC Event Coordinator signature      Print Name      Date

By: \_\_\_\_\_  
PBSC Commodore signature      Print Name      Date

By: \_\_\_\_\_  
Rear Commodore signature      Print Name      Date

By: \_\_\_\_\_  
Host/renter's signature      Print Name      Date

