



## **POLICIES**

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### **GENERAL OVERVIEW**

The following policies apply to all functions at the Conanicut Yacht Club. Please read them carefully. The Club Manager will happily assist answering any questions you may have.

#### **Deposit**

An initial deposit of \$1000 must be received to hold the date, pending completion of the arrangements. Credit cards, checks and money orders are considered acceptable payment.

#### **Cancellations**

For cancellations after confirmation of the function, requests must be submitted to the Club in writing. Deposits are non-refundable unless the Club is able to book a comparable function to replace the one that was canceled.

#### **Guarantee**

A guaranteed number to be served must be given at least five (5) business days prior to the event. If no guaranteed number has been received as required, the last highest estimate will become the guaranteed count.

#### **Billing & Payment**

Billing will be for the guaranteed number, or actual count – whichever is greater. The Club will be prepared to serve no more than 5% above the guaranteed number.

Full payment for estimated charges must be received with the guaranteed count. Payment for any delayed charges is due upon receipt of the invoice.

#### **House Charge**

A 25% House Charge of all food and beverage items will be added to the final bill. The House Charge is part administrative fee and part bonus for the staff who worked the event.

#### **Tax**

RI sales tax (7%) and RI meals tax (currently 1%) will be added to all Club charges except for groups that are tax-exempt. Any group claiming tax-exempt status must provide a Rhode Island tax exemption certificate.



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### **Food & Beverage**

All food and beverage items must be provided by the Club, with the exception of specialty cakes and desserts. Outside vendors must provide a copy of their license and liability.

All food and beverage items prepared by the Club that are not consumed remain Club property and may not be taken after the function.

The Club offers both alcoholic and non-alcoholic beverage options. We are happy to accommodate specialty drinks provided arrangements are made concurrent with the menu.

We reserve the right to limit and control the number of alcoholic beverages consumed by our guests on our premises. The Club will not serve alcoholic beverages to anyone under the age of 21.

We accept cash and credit cards as forms of payment for an event with a cash bar. While every attempt will be made to ensure that the price for food and beverage items remains constant, the volatility of markets makes it impossible to guarantee pricing beyond thirty (30) days prior to the event.

The minimum guest count for buffets is 40 people.

The Club offers a choice of one plated entrée plus a vegetarian option. A \$2 surcharge will be added to a second plated entrée, and a \$5 surcharge will be added to a third plated entrée.

Raw bar provided in-house is limited to 50 people. We will happily assist in recommending outside raw bar vendors for parties of more than 50 guests.

### **Dietary Restrictions**

We are happy to accommodate special/dietary needs provided arrangements are made in advance. Please contact the Club Manager to arrange menus at least three (3) weeks prior to your event. The Club may not be adequately prepared to accommodate dietary restrictions without advance notice.



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### **Parking**

Parking is available free of charge in the lot across the street. If the lot becomes full, limited street parking is available. There is absolutely no parking permitted in the pickup/drop off area. Events that are expected to exceed available parking may be required to provide off-site parking and shuttle service.

### **Capacity**

East Dining Room - 86 seated

West Dining Room – 36 seated

Mabel Wheeler Room – 24 seated

Entire Clubhouse (including deck) – 180 seated

Wedding Inquiries: Couples have the option to have their ceremony on the Club's lawn.

Note: Entertainment and dance floor requirements may reduce seating capacity.

## **CONDUCT & LIABILITY**

### **Conduct of Event**

The host assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the premises at a function they are hosting, and at functions they are sponsoring.

### **Limitations**

Conanicut Yacht Club shall have no responsibility for failure to supply any service, to include fuel supply, water, gas, electricity, air conditioning, or any other failure beyond our reasonable control.

### **Vehicles and Personal Property**

Conanicut Yacht Club will not assume responsibility for damages or loss of merchandise or articles left in the club prior to, during, or following the function. Conanicut Yacht Club assumes no liability for vehicles and/or articles left in vehicles while on the Club's premises.



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### **Smoking**

In accordance with Rhode Island State Law, smoking is not permitted within fifty (50) feet of the building. We ask all guests to dispose cigarettes in the designated receptacle located at the main entrance. Please do not litter.

### **Event Times**

Private functions must be held within the times agreed upon or there will be additional charges for labor. In order to comply with the Noise Ordinance of the Town of Jamestown, events held outside on the deck and lawn must end no later than 10:00 PM. All events must end by or before midnight.

Event day and time availability will vary depending on the time of year. Private dinners/receptions are exclusive to their respected host(s) and guests. Private luncheons may share the Clubhouse with Members in season. See below:

**January – early May:** Events may be scheduled any day/time with the exception of Wednesday and Friday evenings

**September:** Dinners may be scheduled any day/time with the exception of Wednesdays and Fridays. Luncheons may be scheduled on week days.

**October – December:** Events may be scheduled any day/time with the exception of Wednesday and Friday evenings.

**June – August:** Private luncheons may only be held on weekdays and private dinners/receptions may only be held on Saturday evenings.

### **Cell Phones**

Talking on cell phones is prohibited in the Clubhouse and on the Clubhouse deck. Please silent all electronic devices.

### **Dress Code**

All guests must comply with Clubhouse and/or appropriate event attire while attending a private function at the Club.



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### **OUTSIDE VENDORS**

The Club Manager can assist finding outside vendors for private events such as decorations, specialty desserts, raw bar, and photographers. All outside vendors must be approved by the Club Manager.