

*The Florida Yacht Club*  
*Founded in 1876*

## **EVENT POLICIES & INFORMATION**

The Florida Yacht Club's Catering Department is please to provide you with the finest in professional service and give you a wonderful planning experience. Throughout your planning process, you will be working with the Event Director to coordinate all of the setup details as well as the food and beverage selections. On the day of your event our dedicated staff will ensure that no detail is overlooked and that your event is simply spectacular.

### **BANQUET EVENT AVAILABILITY:**

Monday	CLUBHOUSE CLOSED
Tuesday thru Thursday	7:30am - 11:00pm
Friday & Saturday	7:30am - 1:00am
Sunday	7:30am – 3:00pm

\*The Florida Yacht Club may be opened during non-business days or hours when minimum Food and Beverage requirements are met. More information is available upon request.

### **MEMBER AND MEMBER-SPONSORED EVENTS:**

The Florida Yacht Club is for use by its members or by those sponsored by a Florida Yacht Club member. A member sponsoring a non-member for use of The Florida Yacht Club Banquet Facilities agrees to assume full responsibility for that event as if it were their own. If you are not a member, you will need the FYC member to fill out the Sponsorship Form, and turn in deposit before any dates are held. Members and sponsoring members are responsible for any damage to the Club during an event and are subject to cleaning fees should the disorder following an event be excessive.

### **DEPOSITS:**

To secure the space for an event, The Florida Yacht Club must receive a deposit of \$1000 which is Non-Refundable and Non-Transferable. In addition to the \$1000 deposit Non-Members must provide a signed Sponsorship Form by the FYC member. Both the Deposit and Sponsorship Form are required to book the date and space. For Weddings Events, 50% of the estimated balance due is required by 6 months prior to your event. Payments will be accepted in the form of personal or business check, cash or money order. Credit Card payment is not accepted.

### **BILLING:**

All charges for private functions must be billed to an FYC member's account. All event billing will appear on the member's monthly statement which will be mailed on the 1<sup>st</sup> of the month. If you are a Non-Member and do not want the charges from your event to appear on the sponsoring member's bill, you must pay the final amount to the Florida Yacht Club by the 27<sup>th</sup> of the month. Member-Sponsored events may choose to either pay the member or pay the Club directly and have the payment applied to the member's account. When turning in any checks to FYC make sure to put the date of your event and the sponsoring member's FYC account number.

**SERVICE CHARGE & SALES TAX:**

Applicable service charge, currently 20%, plus Florida State Tax, currently 7%, will be added to all food, beverage, linen rentals, décor, equipment rentals, and audiovisual charges for all events.

**MENU REQUIREMENTS:**

The Florida Yacht Club requires all food and beverage items to be purchased through The Florida Yacht Club, with exception to special occasion cakes. All menu details must be planned no later than one month prior to the date of the event. A pre-selected menu is required for any event greater than twelve (12) guests.

**FOOD & BEVERAGE MINIMUMS:**

Private functions hosted on Friday and Saturday evenings must meet The Florida Yacht Club's food and beverage minimums.

**BUFFETS:**

Buffets are set for two hours. At the conclusion of each buffet function, all food and beverages (with the exception of wedding cake) may not be taken from The Florida Yacht Club.

**VENDORS:**

The Florida Yacht Club will provide all service staff as well as furnish tables, chairs, and a selection of basic linens for your event. Bartenders and Chef Attendants will be charged at an additional fee.

We will furnish a list of our preferred vendors; however the host of the event is responsible for all decorations, flowers, entertainment, specialty cakes, and photography. All vendors that will be providing service during the event must be appropriately licensed, insured, and approved by The Florida Yacht Club.

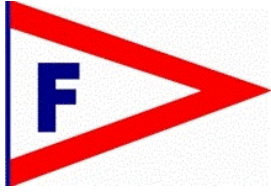
The Florida Yacht Club is not responsible for items left on property following an event. All items should be removed at the conclusion of the event. It is strongly recommended that florists and rental companies pick up their items by the next day. The Club does not permit the affixing of signs, posters, banners or decorations of any sort on the walls, floor or ceiling of rooms.

**GUARANTEES:**

A **final** guaranteed number of guests must be given to the Events Director no later than seventy-two (72) hours prior to the event. In the event that the guarantee of attendance is not received, the Club will use the anticipated number of attendees provided during the planning process. Should the attendance of the event be greater than the guarantee, you will be billed based on the attendance.

**CANCELLATION:**

The Club requires a two (2) week notification of cancellation of parties of 25 or less, and six (6) months for all events with greater expected attendance. If these notifications are not met the Club may charge fees as deemed necessary should these deadlines not be met. Events including wedding receptions, cocktail parties, and dinner parties are subject to the 50% cancellation fee noted above.



*The Florida Yacht Club*  
*Founded in 1876*

**ASTOR ROOM**

\$250 Room Rental Fee

Popular for its spectacular floor to ceiling views of the St. Johns River, the Club's docks, and downtown Jacksonville. Complete with octagonal veranda, this is the perfect site for small receptions, cocktail parties, wedding brunches, and dinner parties. This space comfortably accommodates 75 guests for a seated function and can accommodate up to 125 guests for cocktail receptions and tea parties.

***Food & Beverage minimum of \$2,500***

**BALLROOM**

\$500 Room Rental Fee

Dramatic twenty-five foot ceilings, wrought iron chandeliers and sconces, tailored window and stage treatments, and warm hardwood floors lend this room class and elegance. A built in shell stage makes this space impossible to beat for wedding receptions, corporate seminars, and dinner dances. The room accommodates 150-200 guests for a seated dinner and 250-350 guests for a cocktail party. The Ballroom is booked with the Captain's Walk on most occasions with the open archways allowing guests a view of the river.

***Food & Beverage minimum of \$5,000***

**CAPTAIN'S WALK**

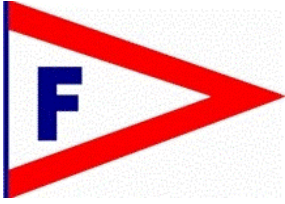
\$75 Room Rental Fee

A charming view of our docks and just the right amount of space for small luncheons, dinners, and meetings. This space supports 50 guests for a seated or cocktail function, and is perfect for a luncheon or dinner meeting of 25 guests. Although this room is connected to the Ballroom by open archways, it is very comfortably booked alone.

**TERRAZZO LAWN**

\$500 Room Rental Fee

This beautiful outdoor venue is a first class location to hold your wedding ceremony with the St. John's River and Downtown Jacksonville as the backdrop.



*The Florida Yacht Club*  
*Founded in 1876*

**SPECIAL EVENT SPONSORSHIP FORM**

*The Internal Revenue Service requires that we receive the following information for All Functions.*

Member Name:\_\_\_\_\_

FYC Member Number:\_\_\_\_\_

Date of Function:\_\_\_\_\_

Number of Attendees:\_\_\_\_\_

Function Room/Rooms:\_\_\_\_\_

**PLEASE CHECK ONE OF THE FOLLOWING:**

\_\_\_\_\_ There are more than eight individuals (including myself) attending the function and **at least** 75% will be either club members or their spouses.

\_\_\_\_\_ There are more than eight individuals (including myself) attending the function and **less than** 75% will be either club members or their spouses?

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. Approximately how many attendees will be Florida Yacht Club Members? \_\_\_\_\_

2. YES or NO - Will you be reimbursed by another individual (ex. Non-Member), organization, or firm for any of the charges attributable to your functions?\_\_\_\_\_

3. If you answered YES to Question #2, please list the name of the individual, organization or firm providing function for the event.\_\_\_\_\_

4. If the funds are being supplied by an organization or firm, what is your position in the organization or firm?\_\_\_\_\_

5. What is the percentage amount of reimbursement?\_\_\_\_\_

6. If you are Exempt from Taxes, a tax exemption form must accompany this document. Please provide your Tax Exempt Number below\_\_\_\_\_

(Continued)

I have completed this form to the best of my knowledge. I hereby guarantee all payments of the club Charges incurred in connection with the function described. I understand that The Florida Yacht Club accepts no responsibility or liability for the decorations, furnishings or equipment not supplied by The Florida Yacht Club. I understand that I am personally responsible for any damage to The Florida Yacht Club property. I understand The Florida Yacht Club rules and guidelines for private functions and I agree to abide by them.

Member Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Please return to The Florida Yacht Club in Person or via Fax (904)389-9993