

**Buffalo Yacht Club Banquet Policies / Guidelines**

All special event plans must be finalized at least two weeks in advance. A final count is necessary four business days prior to the function, and this number will be used as a guarantee. Your billing will be based on actual attendance or the guarantee, whichever is greater.

No food or beverage of any kind can be brought into the clubhouse by any guest without approval. An additional charge may be applied for any equipment that may be rented for your event. BYC will not be responsible for the costs of any outdoor equipment rented [ex. chairs, tables, tents, etc.] for your event. If inclement weather conditions prevent the use of the rented equipment for your event you will still be responsible for any rental fees incurred by the BYC. The BYC will provide the furnishings inside the clubhouse to make the appropriate table arrangements per your specifications. In the event that the club tables and chairs are insufficient for your needs, and thus, rentals are required, the charge for such rentals will be applied to your bill.

A cloakroom or valet attendant can be provided upon request and will be billed to you accordingly. The BYC is a private club; its members have use of the lower bar at all times during functions.

All guests of a sponsored function must use the Porter Avenue Street parking, northern parking lot of the Naval Reserve Center and the space available inside the gate. Valet service is available for your convenience. The designated parking spaces for the BYC Officers **must not** be used at any time.

The BYC will not be responsible for any articles left in the building or for loss or damage to any property of any kind including vehicles left on the BYC property.

All decorations for your event must conform to city of Buffalo codes and fire ordinance rules. The club will not permit affixing anything to walls, floors, or ceilings with nails, pins, staples, tape or any other substance unless there is prior approval. Confetti, balloons or open candle floral arrangements must be approved in advance. The throwing of rice or confetti is not allowed either on the club premises or on the club's parking lot. Glitter is never allowed on premises. Non-observance of this rule will result in additional billing for clean up.

Although there is no official dress code at the BYC, we ask that all guests be properly attired.

Our staff will be happy to assist you with any additional information you may require.

A minimum deposit of \$500.00 is required to reserve the date of the event. In the event that a deposit is not given, the date for your function is not guaranteed. The deposit & subsequent payments are non-refundable and will be credited to your final bill.

All prices are subject to an 8.75% sales tax, 18% service charge and a 10% room charge (*Members excluded*). Tax exempt certificates must be filed prior to the scheduled day of the event. Banquet prices quoted in advance are subject to change, with notice given one month prior to the event. Final payment of the grand total due must be made the day of the event unless prior arrangements have been negotiated.

I understand & agree to the items addressed above.

Client's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Special Event: \_\_\_\_\_

Sponsoring Member: \_\_\_\_\_

Client's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Club Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_