

# Buffalo Yacht Club Banquet Policies and Guidelines

The Buffalo Yacht Club requires a non-refundable deposit to confirm your event. Deposits for weddings and large functions are \$1000.00. Smaller events (50 people or less) require a \$500.00 deposit. This deposit will be applied to your final bill. Functions canceled less than 30 days before the scheduled event will also be charged a cancellation fee of 20% of the estimated charges for the event in addition to the deposit. Functions cancelled 7 days or less before the event will be required to pay 60% of the estimated charge in addition to the deposit.

An 18% service charge and 8.75% sales tax will be added to all charges related to your event, in addition to a 10% room charge for non-members.

A \$5000.00 minimum is required when booking the Upper Deck for a Saturday Evening. Sections of the Upper Deck may be reserved, for smaller gatherings, with an understanding that member dining will also be taking place.

A valet is required for all parties 30+ people at an additional charge.

A final count is necessary seven 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. Final payment is due 48 hours before your function with any additional charges due within 7 days following the event unless prior arrangements have been negotiated. You may increase your count after the seven day guarantee, but you may not decrease it. All increases must be made within 48 hours of the event. All prices quoted in advance are subject to change to meet increases in the cost of goods and services, with notice given one month prior to the event. Tax exempt certificates must be filed ten days prior to the scheduled event.

**All** food and beverages consumed on the premises of the Buffalo Yacht Club must be prepared and served by the BYC. No food or beverages (with exclusion of a cake) will be allowed to be brought in or taken out of the facility without express permission from the management.

All decorations for your event must conform to Buffalo city codes and fire ordinance rules. All décor must be approved in advance by the Food and Beverage Manager. The throwing of confetti or rice is not allowed on the club premises or in the club's parking lot. Since the BYC is a private club, it's members have use of the lower bar at all times during functions. The designated parking spaces must not be used at any time. A valet is available for an extra charge. 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 Club property. Liability for damages to the property incurred during your function will be charged accordingly.

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

**I understand and agree to the above requirements.**

Clients Name \_\_\_\_\_ Address \_\_\_\_\_

Date of Event \_\_\_\_\_ Sponsoring Member \_\_\_\_\_

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

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