

AUSTIN YACHT CLUB

Request for Event/Regatta/Facility Use

Date Rec'd
Board Act. Date
Date Filed
Initials

EVENT NAME _____

TYPE OF EVENT _____ EVENT DATE _____

EVENT CHAIRPERSON _____ DAY OF THE WEEK _____

CHAIRPERSON PHONE # _____ EVENT HOURS _____

OTHER EVENT CONFLICTS ??? _____

TYPE ACTIVITIES TO BE HELD: _____

EXPECTED PARTICIPATION

TOTAL BOATS		NUMBER OF MEMBERS		MEMBER FEE	\$
CLASSES					
NON-AYC BOATS		NUMBER OF NON-MEMBERS		NON-MEMBER FEE	\$

FACILITY REQUESTED

(INDICATE HOURS OF USE FOR APPLICABLE FACILITY)

	CLUBHOUSE		CABINS		BOAT RAMP-NORTH
	COMPUTER		CAMP AREA		BOAT RAMP-SOUTH
	KITCHEN FACILITIES		GROUND		CHASE BOAT
	OFFICE		POOL		COMMITTEE BOAT
	PATIO AREA		SHELTER		T-HEADS

SECURITY GATE	Gate Code	Hours to be open	SECURITY CHAIRMAN: _____
			Name _____ Phone _____

OTHER COMMENTS: (Include arrangements for catering, band, launch etc. if applicable)

Conditions of Approval:

1. Events of 13 to 29 people require the approval of (3) three Board Members.
2. Events of 30 or more people must be approved by the AYC Board of Directors.
3. Event Chairperson is responsible for any damage or clean up.
4. Event/Regatta announcement flier must be approved by the Race Commander and General Manager before printing.
5. Sailing Instructions must be approved by the Race Commander before printing, as well as the actual schedule.
6. If event is held on AYC race days, it must be scheduled to prevent any conflicts.
All boats, equipment, and facilities must be available a minimum to 1 1/2 hours before AYC races are scheduled.
7. No expenses are to be charged to the Club, unless arranged through the General Manager.
8. All receipts, charges (both member and non-member) must be turned into AYC office no later than 48 hours after the event.

I have read and understand the conditions of approval,

Signature _____ Date _____

AYC Managers Signature _____ Date _____

BOARD MEMBER APPROVAL (Three signatures required for 13-29 guests)

1. _____ Date _____

2. _____ Date _____

3. _____ Date _____