

# AUSTIN YACHT CLUB

## Request for Event/Regatta/Facility Use

Date Rec'd
Board Act. Date
Date Filled
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

	Gate Code	Hours to be open	SECURITY CHAIRMAN: _____
SECURITY GATE			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.
7. All boats, equipment, and facilities must be available a minimum to 1 1/2 hours before AYC races are scheduled.
8. No expenses are to be charged to the Club, unless arranged through the General Manager.

All receipts, charges (both member and non-member) must be turned into AYC office no later than 48 hours after the event.

8. A minimum of (2) two people are required per AYC boat.

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 \_\_\_\_\_