



# The Rhode Island Yacht Club Commodore Room Rental Overview



One Ocean Avenue ~ Cranston, RI 02905  
bookings@riyc.org ~ (401) 941-0220

Thank you for trusting your event to the RI Yacht Club's Commodore Room. Since 1875, our Club Members have been proud and active members of the communities we serve, and we are happy to be able to share with you one of the more beautiful Private event spaces along Narragansett Bay. We know you will enjoy it as much as we do.

Our Commodore Room is available for your private events during the week and weekends in five (5) hour blocks of time. The Commodore Room is unavailable for rental on Fridays after 2:00pm, as our Club hosts our One Ocean Avenue Dinner starting at 6:00pm. We welcome Club Members and the public alike to enjoy the amazing menu our Executive Chef prepares for us each week. If you would like to sign up to receive the weekly menu, please like our Facebook page.

## **Room Pricing Schedule (Excluding staff, valet parking, catering, beverages, and gratuity)** (Customer's Initials \_\_\_\_\_)

All Base Room Rates listed below include:

- Exclusive use of the Commodore Room for five (5) hours.
- Use of our House Linens.
- Setup and takedown of tables, chairs, and linens prior to your arrival, and regular cleaning.

Item	Rate
Base Room Rate:	
• Weekday (Mon-Thur, 9:00a to 4:00p & Fri 9:00a to 2:00p)	\$600.00
• Weeknight (Mon-Thur, 4:00p to 10:00p)	\$1,200.00
• Weekend (Sat/Sun, 9:00a to 10:00p)	\$2,000.00
• Each hour (or portion thereof) over five (5) hours	\$250.00
Deposit to Hold the Room: A deposit equal to the Base Room Rate is required to hold the room, subject to the Cancellation Policy herein.	100% of Base Room Rate
Additional Services	Rate
• Audio/Visual Resources (Projector, considered a donation to the RIYC Educational Fund)	\$75.00
• Parking Valet (Six (6) hour block) (30 mins before and 30 mins after event)	\$175 per valet
• One (1) dedicated bartender for five (5) hours (drinks and gratuity excluded)	\$200/5 hours/per,
• Additional Bartender hours (Labor only, excludes drinks and gratuity)	\$40/hr each add'l/per

<ul style="list-style-type: none"> <li>• Servers – A minimum of 2 Servers is required (Additional servers are dependent on the size of the Party) Servers included in your Catering Charge</li> </ul>	Catering Charge
<ul style="list-style-type: none"> <li>• Special Order Items – (Linens, Chairs, Tables, etc)</li> </ul>	Per Price List
<ul style="list-style-type: none"> <li>• Damage/Security Waiver (Refundable within 14 days after confirmation of condition of the Commodore Room)</li> </ul>	50% of Base Room Rate

**Types of Events and Room Capacity**

(Customer’s Initials \_\_\_\_\_)

The RIYC Commodore Room is one of the more beautiful rooms in Narragansett Bay, and with some of the prettiest views. Depending on the type of event and how tables and spaces are arranged to meet your needs, we are restricted in the total number of people possible.

So that everyone is comfortable during the event, the maximum guests that we can accommodate is 80 people depending on the type of event, table layout, size dance floor, band/DJ requirements, and food service (i.e., type buffet)

**Catering, Food, & Beverage**

(Customer’s Initials \_\_\_\_\_)

We are proud to have you experience the delicious food prepared by our Executive Chef and her team. With few exceptions, all catering for Commodore Room Private Events must be provided by our kitchen. Our events specialists will work closely with you to ensure you have the best food selections for your event. You may choose from among our Chef’s more popular options, and you are always welcome to request any special items that may not be on our menu.

Smaller events that may not meet our 25 person catering minimum may be allowed to bring in their own light fare (snacks, muffins, etc.), and a \$100 convenience fee will be added to your bill for the event. Please ask your Special Events Coordinator or the RIYC House Committee Chairperson for more information.

Our Commodore Room’s fully stocked bar has a wide selection of liquors, wines, beer, sodas and mixers. A “cash” (or credit card) bar for your guests will be available unless you request an open bar. If you would like an open bar, we will kindly ask for your credit card and “authorization to charge” prior to the start of your event.

A 20% gratuity charge as well as an 8% RI sales and restaurant tax will be added to all food and beverage items. If your organization is tax exempt, you must provide the Club a copy of your Tax-Exempt Certificate in advance of the event. A tax identification number will not be accepted a proof of Tax-Exempt Status.

***ALL beverages consumed by anyone on Club property, including the Commodore Room, must be provided by the Club, and served by a Club employee. RI Yacht Club employees reserve the right to limit the amount of alcohol served to any guest who appears intoxicated or behaving in a way inconsistent with this Agreement and/or Club Guidelines. Valid identification for proof of age is required, and no one under the age of 21 may buy, be served, or consume alcohol on Club property.***

**Linens**

(Customer's Initials \_\_\_\_\_)

Use of our House Linens is included in the Base Room Rate for your event. Our House Linens include white tablecloths and solid blue napkins. You are able to select from a wide variety of other linen styles for an additional fee. Please ask your Special Events Coordinator for more information.

**Decorations**

(Customer's Initials \_\_\_\_\_)

You are welcomed to bring your own decorations for the room and for the tables. Any live-flame candles for table centerpieces MUST be enclosed (e.g. hurricane lantern) or must be battery-operated; open or uncontained flames are *strictly prohibited*. Glitter, rose petals, confetti, etc. of any size or type is not permitted. Nothing may be tacked, taped, or otherwise adhered to the walls, windows or ceiling.

**Guest Parking**

(Customer's Initials \_\_\_\_\_)

Use of the Club's professional Valet Parking services will ensure that your guests' parking needs are accommodated during your event and may involve additional fees not included in your Base Room Rate. Our parking lot is limited; as an active Private Club, we also must accommodate our members who may be enjoying other areas of the Club during your event. If your event takes place during an otherwise busy time (Club social hours, sailing season, etc.) or is particularly large, you may be required to use our professional Valet Parking service. The RIYC House Committee Chairperson or your Special Events Coordinator will indicate if this is necessary. The Club will not be responsible for any parking citations or damage to vehicles parked illegally.

**Responsible Party**

(Customer's Initials \_\_\_\_\_)

The person named on this Rental Agreement will be Responsible Person at the function and must remain on the premises during the entire event. This person will be the sole contact for RIYC in the event a problem arises and shall be responsible if a situation needs correction. If a situation cannot be resolved, and poses a risk to the Club, Members, staff, or your guests, any RIYC representative, at their sole discretion, may terminate this Rental Agreement during your event and request that you and your guests leave.

**Damage/Security Waiver**

(Customer's Initials \_\_\_\_\_)

The Damage Security Deposit will be held to cover the cost of any damage to walls, windows, floors, or other fixed property, as well as any excessive cleaning (above and beyond a normal event). Your Security Deposit will be returned once the condition of the room is confirmed, minus any actual amount necessary for repairs or cleaning. Regular cleaning of the room is included in the Base Room Rate. Please note: any use of confetti or glitter will result in the automatic forfeiture of 100% of your Damage Security Deposit.

**Payment Schedule**

(Customer's Initials \_\_\_\_\_)

An Initial Deposit to confirm your reservation must be received within five (5) days of signing this Rental Agreement. The Initial Deposit includes the Damage Security Deposit, 50% of the Room Rental Base amount, and payment in full for any Special Requests or Additional Services requested. The remaining

balance of the Total Cost of Room and Catering is due 15 days prior to your event. Events booked within 20 days of the date of the event require payment in full when this Rental Agreement is signed.

### **Cancellations**

(Customer's Initials \_\_\_\_\_)

You may cancel your booking of the Commodore Room up to 30 days prior to your event without penalty. Cancellations within 15 days of your event will result in forfeiting your Base Room Rate, and any funds paid for special services that we cannot recover.

Failure to submit full payment within 15 days of your event *may* result in an automatic cancellation of your reservation, and your room may be rebooked. Cancellation policies and forfeiture of your Damage Security Deposit will apply.

## **Questions You May Have**

### **Q: May we bring our own food?**

A: Only for small events, and in small quantities, with specific approval by our House Committee Chairperson. Our Executive Chef and her team will provide your guests with exceptional and innovative cuisine. Those events that may be too small to be effectively catered, and may not meet our 25 person minimum for catering, may bring their own food (food should be limited to light fare and snacks). You will be responsible for ordering and transporting your food (or having it delivered) to the Commodore Room. Events choosing to bring their own light fare will be charged a \$100 convenience fee on this Rental Agreement.

### **Q: May we use other areas of the Club?**

A: No. As a Private Club, certain areas are reserved for Members Only, and that includes the lawn, the breakwater, the docks, the clubhouse decks and the Member's Lounge. Guests of your event shall limit their access to only the Commodore Room. Smoking is permitted only in the parking lot and away from the building.

### **Q: For how long do we have the room?**

A: Your room rental provides your group access to the room for five (5) hours. This includes any time necessary for your personal setup and takedown (we will have the room setup per this Agreement prior to your arrival). If you need the room for longer than five (5) hours, please make a special note of that, and your request will be accommodated, if possible, at the additional hourly rate.

### **Q: Why is the room not available Friday nights?**

A: We are excited about our Friday night One Ocean Avenue dinners. We warmly welcome non-members to join us for dinner overlooking the beautiful Providence River. In order to prepare for this dinner, Private Events are not booked after 2:00 pm on Fridays.

### **Q: The room is on the second floor. Is there an elevator?**

A: Yes, there is an elevator available to take guests upstairs to the Commodore Room; however, it is not self-service. A Club Representative will be glad to operate the lift for you and your guests.

**IMPORTANT INFORMATION:**

The RIYC adheres STRICTLY to all RI State Laws regarding the serving and consumption of alcohol. No one under the age of 21 may be served, or consume, alcohol on Club Property. Violation of State Liquor Laws may result in the termination of your event and the loss of your security deposit. Smoking is strictly prohibited in all areas of the Clubhouse, decks, and lawn.

# RIYC Commodore Room

## Private Event Information and Worksheet

### Person / Organization Information

Name of Primary Responsible Person:	Email Address:
Name of Organization (or secondary Point of Contact if personal event):	Type of Organization: <input type="checkbox"/> Personal Event <input type="checkbox"/> Professional Ass. <input type="checkbox"/> Corp./Business <input type="checkbox"/> Educational
Full Address of Person or Organization:	Primary Cell Phone # (i.e., emergency contact):

### Event Information

Description of your event:	Date of Event:
Approx. Number of Attendees:	Event Start Time:      Event End Time:
Will you need time to setup or remove personal decorations? If yes, please indicate here:	Arrival Time:      Departure Time:
Will you have any additional service providers on-site for your event? We can provide a list of local service providers as a convenience. Use of these companies/providers is <b>not required</b> .	<input type="checkbox"/> Disk Jockey <input type="checkbox"/> Group Facilitator <input type="checkbox"/> Photographer <input type="checkbox"/> Trainer <input type="checkbox"/> Clown/Entertainer <input type="checkbox"/> Other: <input type="checkbox"/> Band/Musician
Do you anticipate using the elevator/lift for your guests who may not be able to climb stairs? (Note: The elevator requires staff assistance)	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Catering Information

All catering is provided by our in-house Executive Chef and her kitchen team.

What type of catering would you like for your event?	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Brunch <input type="checkbox"/> Dinner <input type="checkbox"/> Catered snacks / light fare <input type="checkbox"/> Other:
What type of service/format would you like?	<input type="checkbox"/> Buffet <input type="checkbox"/> Seated Banquet <input type="checkbox"/> Passed Apps. <input type="checkbox"/> Other:
Will any of your guests be under 21 years of age? <b>Note: RIYC adheres strictly to all RI State liquor laws. Our staff may request, and will require, acceptable proof of age for all guests who look under 35 years of age.</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
Please select your Drink Service preference:	<input type="checkbox"/> Cash/Credit Card Bar <input type="checkbox"/> Open Bar for all guests (limit? _____)

**Room Setup Information**

How would you like the room setup for your event? We will do our best to accommodate your request.	<input type="checkbox"/> Theatre Style <input type="checkbox"/> Banquet Tables <input type="checkbox"/> Cocktail Tables	<input type="checkbox"/> Conference Style <input type="checkbox"/> "U" / Boardroom <input type="checkbox"/> Other:
Please indicate which Audio/Visual services you will need. Your single, fixed fee of \$75 is donated directly to the RIYC Youth Education Program.	<input type="checkbox"/> Wall Projector <input type="checkbox"/> Wireless Mic. <input type="checkbox"/> Wall Easels	<input type="checkbox"/> Notepads/Pens <input type="checkbox"/> Television Feed <input type="checkbox"/> No A/V needed
Would you like special order linens? If so, please confirm your selection:	Tablecloths	Napkins

**Room Pricing**

Please see the separate Event Costing Worksheet for details on your specific event. This document will be updated as menu items and additional services are confirmed.

**Payment Schedule** (completed by RIYC)

Payment Item	Date Due	Amount
Initial Deposit, due five (5) days after Rental Agreement is signed		
Remaining Balance, due 15 days prior to event.		