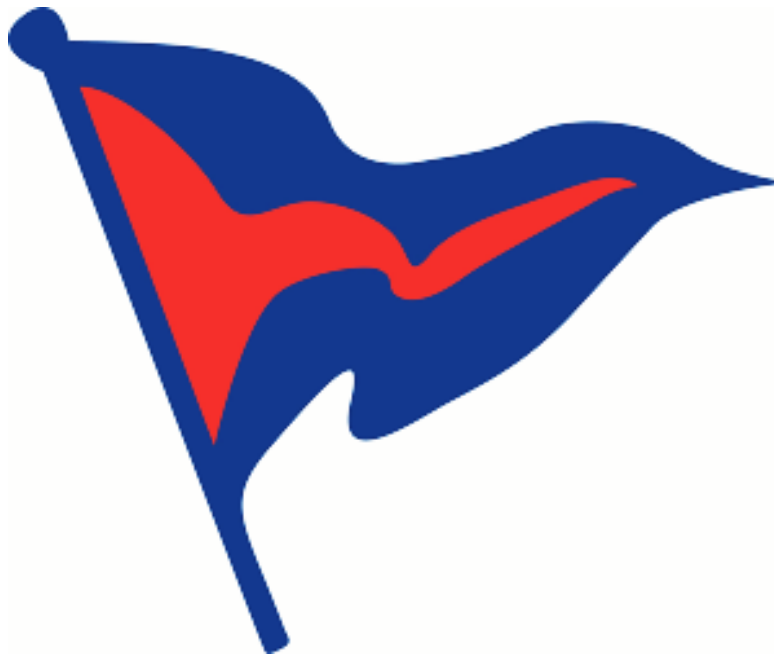


PORTLAND YACHT CLUB

CATERING & EVENTS



CONTACT US TO BOOK YOUR PRIVATE TOUR TODAY!

PRIVATE EVENTS ON THE HISTORIC COLUMBIA RIVER

**Linda Robbins | Events & Sales Manager | (503) 285-1922 office
(503) 896-8186 cell | events@portlandyc.com**

WWW.PORTLANDYC.COM



PORTLAND YACHT CLUB

EST. 1908

On behalf of the members and staff, welcome to the Portland Yacht Club. Situated on the historic Columbia River, our clubhouse boasts a modern and spacious venue perfect for your future event.

We take great pride in providing the finest cuisine and events services possible. Whether it is an event for 10-400 guests, we strive to help create a memorable experience every time.

Portland Yacht Club, founded in 1908, provides the ideal location for hosting your event. With a picturesque view of the Columbia River and Hayden Island, our expansive moorage features over 200 beautiful yachts including both sail and power boats. Our clubhouse, steeped in nautical nostalgia, offers a selection of full-service private party space, a variety of amenities, and the exclusivity of a Private Club to make your event complete. Our staff is professional, courteous, and employs a guest first focus that is sure to exceed all of your expectations.

From birthdays to business meetings and weddings to baby showers, we want to help you plan for a memory of a lifetime.

We look forward to serving you!



PORTLAND YACHT CLUB

EST. 1908

Weddings

Sitting on the banks of the historic Columbia River, the Portland Yacht Club makes the perfect venue for a sweet, nautical wedding. Founded in 1908 as a motor boat racing club, the venue boasts nostalgic decorations and stunning views of the North Portland Harbor and the Hayden and Tomahawk islands.

The clubhouse possesses four venues within: a Grand Ballroom, Dining Room, Terrace Patio, and Ceremony Lawn. With capacities for up to 250 guests, Portland Yacht Club facilitates a flawless event, moving easily from ceremony, reception, and beyond.

Choose the bank of the river as a beautiful backdrop as the wind whispers gently, or the Grand Ballroom with its vaulted ceilings and French inspired windows dramatically framing the greenery in the distance. As for the reception, the dining room lends an elegant ambiance while the patio allows you and your guests to experience the beauty of the river and breathtaking sunset, in a sophisticated but laid-back setting. There's nothing like a simple wedding on the banks of the river as the sun sets on Oregon's oldest yacht club.





EVENT SPACES



GRAND BALLROOM

Our Grand Ballroom welcomes you and your guests to impeccable views and beautiful ambiance. Featuring floor to ceiling windows on the North and South ends, overlooking the Columbia River and historic Marine Drive. Complete with a 500 sq. ft. antique dance floor and stage.

BANQUET SEATING CAPACITY: 200
THEATER SEATING: 180

DINING ROOM

Our expansive Dining Room can be adapted to accommodate a variety of events and moods. Opening up to the Terrace Patio, this space offers an enhanced dining experience by the breathtaking panoramic views of the Columbia River and Club Moorage.

The dining room is reserved for Members until 2:30pm Wednesday - Sunday, but is available all day for private bookings Monday & Tuesday.

BANQUET SEATING CAPACITY: 170
THEATRE SEATING: 120





EVENT SPACES



TERRACE PATIO

Adjacent to our Dining Room, five sets of glass double doors guide you and your guests to our handsomely landscaped outdoor oasis. This wrap around patio offers the perfect setting for any large party, wedding ceremony, reception or cocktail hour.

BANQUET SEATING CAPACITY: 200

CEREMONY LAWN

There is no better place to say "I do" than overlooking the sparkling waters of the Columbia River. Exchange your vows on our Ceremony Lawn surrounded by elegant sail and power boats. A picture-perfect location sure to leave a lasting impression.

THEATRE SEATING: 225



Good Morning

Served with Freshly Brewed Coffee, Tea & Orange Juice

THE ANCHOR | 16+

Fresh Fruit
Assorted Pastries & Croissants
Bagels & Cream Cheese



THE CRUISE | 22+

Fresh Fruit
Scrambled Eggs
Bacon or Ham
Breakfast Potatoes
Pancakes with Maple Syrup



THE BURGEE | 26+

Fresh Fruit
Scrambled Eggs
Traditional Eggs Benedict
Bacon or Ham
Sausage
Breakfast Potatoes
French Toast with Maple Syrup
Assorted Pastries & Croissants



THE CAPTAIN | 30+

Fresh Fruit
Scrambled Eggs
Bacon or Ham
Sausage
Crab Cake Benedict
Breakfast Potatoes
Shrimp Cocktail
Strawberries & Cream French Toast
Assorted Pastries & Croissants



Bloody Mary & Mimosa Bar

Build Your Own

BLOODY MARY BAR | 14+

Spice up your morning with the PYC Bloody Mary Bar! House Vodka and our special House Bloody Mary Mix paired with garnishes, condiments and spices.



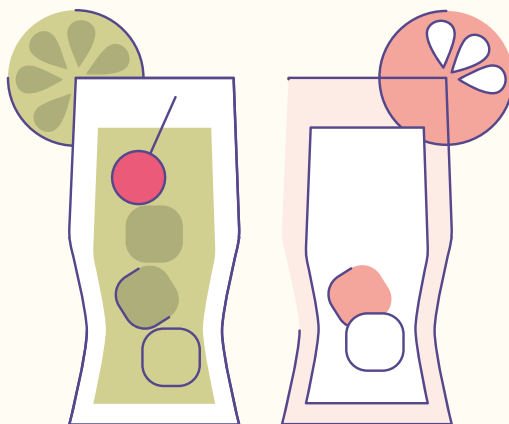
MIMOSA BAR | 14+

Add a bubbly twist to your brunch! The PYC Mimosa Bar includes: House Champagne, Orange Juice, Cranberry Juice and Strawberry Garnish. *Additional juice selections are available*



BLOODY MARY & MIMOSA BAR | 24+

Can't decide? Have the best of both worlds!



Hors D'oeuvres

Choose from the following selections to either be BUTLERED OR DISPLAYED
PRICE IS BASED ON PER PERSON - 2 PIECES PER PERSON
MINIMUM ORDER OF 20 PER ITEM

WARMED

Grilled Marinated Vegetable Kabobs 4

w/choice of sauce: Chimichurri, BBQ, Lemon-Tahini, or Pesto

Grilled Pear & Gorgonzola Crostini w/honey-creamed cheese & toasted pecans 4

Creamy Brie & Pesto Crostini 4

Spinach & Artichoke Phyllo Cup 4

Wild Mushroom Tart w/Swiss Cheese & Shallots 4

Vegetable Egg Rolls w/ hot & sour chili sauce 4

Mac n' Cheese Cups 4

Spanakopita 4

Stuffed Roasted Baby Potato Cups w/ cheddar, bacon, scallions 4

Stuffed Mushrooms w/Italian Sausage & Parmesan 5

Italian Sausage & White Cheddar Phyllo Cup 4

Mini Crab Cakes 6

Seafood Phyllo Cup 6

Bacon Wrapped Prawns 6

Herb Marinated Grilled Shrimp Skewer 6

Crispy Coconut Prawns w/Thai Chili Sauce 5

Jamaican Spiced Prawns & Mango Skewers 5

Grilled Salmon Skewers (Cajun, BBQ or Teriyaki) 5

Seared Ahi w/soy-ginger glaze 7

SW Chicken Quesadillas w/ roasted salsa & sour cream 5

Cashew Fried Chicken Skewers w/orange-ginger sauce 5

Jerk Chicken & Plantain Skewers w/mango-habanero sauce 5

Chicken & Asiago Cheese Tart 5

Chicken or Beef Satay Skewer w/Peanut Sauce 6

Meatballs (choice of BBQ, Korean or Teriyaki) 4

Seared Beef Filet Skewer w/horseradish sauce *market price

Mini Beef Sliders w/onions, gorgonzola & rosemary aioli 6

SW Mini Pulled Pork Sliders w/slaw 5

Hors D'oeuvres

Choose from the following selections to either be BUTLERED OR DISPLAYED
PRICE IS BASED ON PER PERSON - 2 PIECES PER PERSON
MINIMUM ORDER OF 20 PER ITEM

CHILLED

Cocktail Prawns served in a shot glass 6

Cheese & Seasonal Fruit Skewers 4

Classic Tomato-Basil Bruschetta w/balsamic vinaigrette 4

Tomato, Mozzarella & Basil Caprese Skewer w/balsamic glaze 4

Pita Bites w/hummus, cucumber, red pepper, feta & kalamata olives 5

Prosciutto Wrapped Grilled Asparagus 5

Prosciutto & Chevre Crostini 5

**Antipasto Skewers w/salami, soppressata, mozzarella, cherry tomatoes,
kalamata olives, artichoke hearts w/balsamic glaze 6**

Seafood Salad Phyllo Cup or Cucumber Cup 6

Smoked Salmon & Cream Cheese Crostini 5

Lunch Buffet

COLD DELI | 16.50+

Fruit Salad or Field Greens Salad
Deli Turkey, Ham & Roast Beef
Cheddar & Swiss Cheese
Relish Tray & Condiments
Assorted Bread & Rolls
Fresh Baked Cookies

ITALIAN | 22+

Field Greens or Caesar Salad
Chicken or Eggplant Parmesan
Penne with Alfredo or Pomodoro
Garlic Breadsticks
Fresh Baked Cookies

FAJITA | 22+

Chicken & Beef Fajitas
Sautéed Peppers & Onions
Flour & Corn Tortillas
Shredded Lettuce
Condiments
Refried Beans
Spanish Rice
Tortilla Chips
Red & Green Salsa
Cinnamon Sugar Churros

Lunch Buffet

MINI SLIDERS | 24+

Choice of (2): Beef, Pulled Pork or Vegetable Sliders

Relish Tray & Condiments

Cheddar & Swiss Cheese

Choice of (2) sides: Potato Salad, Cole Slaw, Pork & Beans or Fresh Fruit

Fresh Baked Cookies

AMERICAN | 26+

Grilled Hamburgers or Grilled Chicken

Relish Tray & Condiments

Cheddar & Swiss Cheese

Choice of (2) sides: Potato Salad, Cole Slaw, Pork & Beans or Fresh Fruit

Fresh Baked Cookies

BBQ | 28+

Baby Back Ribs

Grilled BBQ Chicken

Field Greens Salad

Macaroni Salad

Baked Potato Bar

Corn on the Cob

Cowboy Beans

Fruit Salad

Boxed Lunches

Perfect for a Group Meeting or a Short Cruise!

Custom Designed Lunches are Available
(minimum order of 20 boxes)

DELI BOX | 13+

Cold Deli Sandwich
Choice of Turkey, Ham or Roast Beef
Cheddar & Swiss Cheese
Potato Chips
Fresh Baked Cookie
Dill Pickle
Soda or Bottled Water

HEALTH NUT BOX | 15+

Kale & Quinoa Veggie Wrap
Roasted Almonds
Hummus
Carrots & Celery Sticks
Soda or Bottled Water

FISHERMAN'S BREAKFAST | 15+

Bagel w/Cream Cheese
Fresh Fruit
Granola Bar
Orange Juice
Bottled Water

Plated Entrées

*Each entrée includes (1) accompaniment of your choice,
seasonal vegetables and dinner rolls with butter*

Choice of (2)

BEEF

*Market Price (*MP) & prepared to medium

(Oscar style available w/hollandaise, asparagus & crab meat for an additional \$5.00)

SEARED FILET MIGNON | *MP

Melt in your mouth filet seared and cooked to medium,
topped with a demi-glace

GRILLED BASEBALL CUT TOP SIRLOIN | 27+

12oz cut simply seasoned and cooked to medium -
served with a wild mushroom demi-glace

SEARED LONDON BROIL | 26+

Served in a mushroom-whiskey jus

WESTERN FLAT IRON STEAK | 25+

mesquite marinated and topped with Chimichurri sauce

NEW YORK STRIP STEAK | 30+

grilled to perfection and topped with fried onion straws

SHORT RIBS | *MARKET PRICE

slow braised bone-in short rib with au jus -
served with mushroom & pearl onion gravy



Plated Entrées

Each entrée includes (1) accompaniment of your choice, seasonal vegetables and dinner rolls with butter

SEAFOOD

SEAFOOD PASTA | 34+

seasonal seafood, fresh herbs, garlic and lemon served over penne pasta with a parmesan cream sauce

SW FETTUCCINE PASTA | 25+

sauteed shrimp, chicken and sausage with roasted red pepper cream sauce - garnished with Jack cheese

LOBSTER MAC N' CHEESE | *MP

Cavatappi pasta with sauteed Langostino lobster, 3-cheese blend cream sauce - topped with parmesan toasted breadcrumbs

BAKED OR GRILLED SALMON | 26+

served with choice of sauce: basil pesto, lemon-dill caper (GF), honey-bourbon glaze, lemon drizzle, house made tartar sauce or mango salsa

DUNGENESS CRAB STUFFED HALIBUT OR SALMON | *MP WITH LIME BEURRE BLANC SAUCE

LIME GRILLED HALIBUT | *MP

topped with lime beurre blanc sauce



Plated Entrées

Each entrée includes (1) accompaniment of your choice, seasonal vegetables and dinner rolls with butter

PORK

BBQ BABY BACK RIBS | HALF RACK 25+ / FULL RACK 30+
tender baby back ribs slow cooked, char-finished and slathered
with chef's favorite BBQ sauce

APPLE CIDER BRINED PORK LOIN | 24+
tender pork loin cooked to perfection and topped
with raspberry chipotle sauce

CHICKEN

CHICKEN MARSALA | 22+
chicken breast lightly breaded, and baked with Marsala wine,
roasted red peppers, onions, mushrooms and fresh herbs

ROASTED AIRLINE CHICKEN BREAST | 24+
seasoned with olive oil, fresh rosemary, oregano and basil

CHICKEN PICCATA | 22+
boneless chicken breast topped with artichokes, mushrooms and lemon-caper sauce

CHICKEN CORDON BLEU | 24+
breaded chicken breast stuffed with spinach, swiss cheese, ham
with a parmesan cream sauce



Entrées

Each entrée includes (1) accompaniment of your choice, seasonal vegetables and dinner rolls with butter

VEGETARIAN

SWEET POTATO PASTA | 22+
roasted sweet potato and seasonal vegetables tossed in a
flavorful creamy sauce with rotini pasta

MARINATED & GRILLED PORTOBELLO MUSHROOM | 20+
stuffed with roasted red peppers, kalamata olives, arugula, pine nuts
& a balsamic glaze (Vegan)

EGGPLANT PARMESAN | 21+
seasoned and breaded eggplant with mozzarella & smothered in our
house made tomato sauce

WILD MUSHROOM (OR) ROASTED BUTTERNUT SQUASH RAVIOLI | 22+
with parmesan cream sauce & fresh herbs

SW VEGGIE FETTUCCINE PASTA | 18+
sauteed mushrooms, red peppers, spinach with roasted red pepper cream sauce -
garnished with Jack cheese



Entrées

Each entrée includes (1) accompaniment of your choice,
seasonal vegetables and dinner rolls with butter

ACCOMPANIMENTS

Choose (1) per entrée | 5+ each additional

GARLIC MASHED POTATOES

HERB ROASTED FINGERLINGS

TWICE BAKED POTATOES

HOUSE MADE MACARONI & CHEESE

ITALIAN ORZO SALAD WITH MOZZARELLA & FRESH HERBS

ROASTED TOMATO & MUSHROOMS

COUSCOUS

PESTO RISOTTO

HERBED JASMINE RICE PILAF

LEMON RICE WITH BUTTER, LEMON ZEST & FRESH PARSLEY

TRI-COLORED QUINOA PILAF



Soups & Salads

Soups / 5 + per person

LOBSTER BISQUE

TOMATO BASIL

BEER CHEESE

NEW ENGLAND CLAM CHOWDER

MANHATTAN CLAM CHOWDER

FRENCH ONION

CHILLED GAZPACHO



Salads / 5+ per person

HOUSE GREENS

Mixed Field Greens, Carrots, Tomatoes, Cucumber, Croutons
and your choice of Dressing

CLASSIC CAESAR

Romaine Lettuce, Parmesan Cheese and Croutons

ICEBERG WEDGE

Bacon, Bleu Cheese, Cherry Tomatoes and Bleu Cheese Dressing

BABY SPINACH SALAD

Gorgonzola, apples, onions, candied pecans, raspberry vinaigrette

Carving Stations

Includes: Chef Attendant Fee, (1) accompaniment of your choice, seasonal vegetables, dinner rolls with butter and condiments

BONE-IN HONEY BAKED HAM | 495+ PER 25 PPL

APPLE CIDER BRINED PORK LOIN | 550+ PER 25PPL

ROASTED NEW YORK SIRLOIN | 660+ PER 25PPL

PRIME RIB | 660+ PER 25PPL



Sweets & Treats

Dessert / 6+ per person

CARROT CAKE

APPLE CRISP SERVED WITH VANILLA ICE CREAM

PINEAPPLE UPSIDE DOWN RUM CAKE

PEACH COBBLER WITH GRAND MARNIER SAUCE

CLASSIC NEW YORK STYLE CHEESECAKE

TIRAMISU

MUDD PIE

VANILLA BEAN CREME BRULEE

CHOCOLATE MOUSSE W/FRESH WHIPPED CREAM



SIPS & SNACKS

SIPS

Assorted Beverage Display | 10+

*Includes: One juice selection,
iced tea, regular/decaf coffee, hot tea
and assorted sodas*

Fresh Brewed Coffee Display | 3+

Assorted Sodas | 3+

Juice Display | 3+

Bottled Water | 3+

Assorted Flavored Ice Tea Bottles | 4+

Red Bull | 5+

SNACK STATIONS

Bruschetta Bar | 10+

*Build your own Bruschetta with choices of
Olive, Roasted Garlic and Artichoke | Cubed
Tomato and Mozzarella with Basil | Roasted
Red Pepper, Caramelized Red Onion and
Mushroom served with Toasted Crostini*

Street Taco Bar | 13+

*Build your own Ground Beef and Chicken
Tacos with Shredded Lettuce, Cheese, Sour
Cream, and Pico de gallo
- add Guacomole for \$1 per person*

Pizza Bar | 26+ per Pizza

*Choice of Cheese, Pepperoni and Sausage
18 inch Pizzas*

SALTY SNACKS

Individual Bags of Assorted Chips | 2+

Individual Bags of Pretzels | 2+

Soft Pretzels w/ Cheese Sauce | 4+

Bagels w/ Cream Cheese | 5+

Mixed Nuts, Bowl Size | 5+

Tortilla Chips w/ Salsa & Guacamole | 8+

SWEET SNACKS

Fresh Fruit & Cheese Skewers | 4+

Chocolate Dipped Strawberries | 6+

Chocolate Truffles | 4+

Ice Cream Bars | 3+

Candy Bars | 2+

Whole Fresh Fruit | 2+

Granola Bars | 3+

Assorted Cookies | 3+

Assorted Danishes | 3+

HOSTED BEVERAGE PACKAGES

CALL BAR

1 HOUR | 18+ 2 HOURS | 24+ 3 HOURS | 30+ 4 HOURS | 36+ 5 HOURS | 42+

SPIRITS

Tito's, Absolut Citron, Beefeater, Jack Daniel's, Bacardi, Cutty Sark, Myer's, Baileys, Kahlua, Amaretto Disaronno

WINE

Domino Chardonnay and Pinot Grigio, Conundrum Rosé, and Cabernet, Red Diamond Merlot, Chateau Ste. Michelle Domain Brut

BEER

Full Selection of Craft & Domestic Drafts and Bottles

PREMIUM BAR

1 HOUR | 22+ 2 HOURS | 28+ 3 HOURS | 34+ 4 HOURS | 40+ 5 HOURS | 46+

SPIRITS

Amaretto Disaronno, Baileys, Bombay Sapphire, Crown Royal, Johnnie Walker Red, Dewar's, Jameson, , Kahlua, Ketel One, Lunazul Tequila, Maker's Mark, Tanqueray, Tito's, Triple Sec

WINE

Black Stallion Chardonnay, Arona Sauvignon Blanc, Chateau St. Michelle Riesling, King Estate Pinot Gris, Conundrum Rosé, J Lohr Cabernet Sauvignon, Dona Paula Malbec, Red Diamond Merlot, Erath Pinot Noir, Ravenswood Zinfandel, Chateau Ste. Michelle Domain Brut

BEER

Full selection of Craft & Domestic Drafts and Bottles

SOFT BAR

1 HOUR | 14+ 2 HOURS | 18+ 3 HOURS | 22+ 4 HOURS | 26+ 5 HOURS | 30+

WINE

Domino Chardonnay & Pinot Grigio, Conundrum Rosé, Sycamore Lane Cabernet, Red Diamond Merlot, Chateau Ste. Michelle Domain Brut

BEER

Full selection of Craft & Domestic Drafts and Bottles

HOUSE CHAMPAGNE TOAST 5+

HOUSE CHAMPAGNE - PLEASE INQUIRE ABOUT SPECIFIC CHAMPAGNES



WINE & BEER

WINE BY THE BOTTLE

Bubbles

Brut 26

Pinot Grigio

Domino, CA 20

King Estate Pinot Gris, OR 28

Riesling

Chateau St. Michelle, WA 25

Sauvignon Blanc

Arona, New Zealand 25

Chardonnay

Domino, CA 20

Black Stallion, CA 36

Rosé

Conundrum, OR 26

White Blend

Conundrum White, OR 29

Red Blend

NXNW, WA 31

Sokol Blosser Evolution, 34

OR

Pinot Noir

King Estate, OR 49

Erath, OR 34

Domain Drouhin, OR 65

Cabernet

Sycamore Lane, CA 20

J Lohr, CA 30

Merlot

Red Diamond, WA 25

Malbec

Dona Paula, Argentina 25

Syrah

Genesis, WA 25

Boomtown, WA 30

Zinfandel

Ravenswood, CA 25

KEG BEER

Domestic 1/4 Barrel 200

Domestic 1/2 Barrel 250

Craft 1/4 Barrel 350

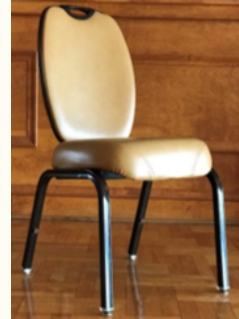
Craft 1/2 Barrel 400



CHAIR RENTALS

Portland Yacht Club Supply (No Additional Charge)

Gold Chairs (140)



White Resin Chair (180) Additional Available for \$3.75 each



Additional Rental Chairs Available :

Chiavari \$6.50 each



French Folding \$5.75 each



Plastic Folding \$2.50 each



EMBELLISHMENTS

AV Package

\$100

Screen, Projector and 2 Wireless Microphones

Wireless Microphone

\$25 (2)

Portable PA System

\$100

Mirrored Tiles

\$2 each

Chargers

\$2 each

Enhance your table with chargers. Available to rent in silver & gold

Extra Security Hours

\$25 per hour

Club Rental includes 4 hours of security

Extended Bridal/Groom Suite/Boardroom Hours

\$50 per hour

Suite/Boardroom hours begin at 2pm for evening weddings - early arrival requires an additional fee

Recommended Professional Services

Lit Tulle or Fabric Swag Draping: Bowerbird Events

Florist: Floral Sunshine | Botanica Floral Design

Photographer: Crystal Genes | Andrea Zajonc

Event Rentals: Interstate Special Events | The Party Place

DJ Entertainment: John Ross Events | Stumptown DJs



Portland Yacht Club



Club Rental Request Procedures

1. All Club Rental inquiries must be approved by the Portland Yacht Club Board of Trustees.
2. To submit a rental request, the Club Rental Application must be completed by the prospective client with the type of rental desired and sent to the PYC Banquet and Events Manager. The Banquet and Events Manager will ensure availability of the Club, then will electronically submit the request to the PYC Secretary/Treasurer. The Secretary/Treasurer will then request an electronic vote from the Board of Trustees and will report the results to the Club Manager. The PYC Board of Trustees will make its best effort to approve or deny the request as soon as possible and will immediately report to the Club Manager upon the result. The Banquet and Events Manager will then relay those results to the requestor, typically within (7) days or less of the original request.
3. Once the Club has relayed the results, the requestor then has (7) days to secure the space by submitting the required deposit.

Rental Types

- **Sponsored Partial Facility Rental** – A request to PYC to utilize a portion, but not all of the clubhouse space. Note that a partial facility rental may share the facility with members or other groups and may be subject to noise interference out of the clubs control.
- **Sponsored Full Facility Rental** – A request to PYC to utilize the entire clubhouse space.
- **Donated Space** – A request to PYC to donate the use of space without cost. PYC will consider neighborhood association meetings, boating-related classes and seminars, or club-affiliated groups operating as a non-profit.

Included Club Rental Services

- Event Planning Services Including: Menu Planning, Event Configuration/Design and Service Referrals
- Linen Tablecloths (Choice of: White, Ivory or Black)* *Banquet table linens only*
- Choice of Color Linen Napkins*
- Gate Security up to 4 hours* required
- Round Seating Tables with Banquet Chairs
- China, Glassware and Flatware
- Complete Setup & Tear Down
- Overhead Club Sound System
- Complimentary Cake Cutting
- Ladies Lounge (Bridal Suite) & Men's Lounge (Grooms Suite) - full facility rental only
- Designated Event Supervisor

***Staffing Fees** (Servers & Bartenders) are not included in the rental services. The fees will depend on the nature of the event (guest count & type of service required).

Included items such as linen and security are strictly available to **full priced rental fees. Discounted and donated use of the rental facility will require linen and security at an additional cost.*

Pricing

Room Rental Fees will be determined by the requested date, number of guests and time of year

Food and Beverage Minimums

In addition to the Club rental fee, food and beverage minimums will apply. Food and beverage minimums are set by the Banquet and Events Manager and vary depending on event date and demand of the facility.

Deposits

INITIAL CLUB RENTAL DEPOSIT REQUIRED UPON RENTAL REQUEST

A 50% non-refundable deposit of the Club Rental Fee must be submitted within 7 days of your club rental application being approved.

FINAL CLUB RENTAL DEPOSIT & DAMAGE DEPOSIT

REQUIRED (30) DAYS PRIOR TO EVENT

The remaining 50% Club Rental Fee and a refundable Damage Deposit of \$1000.00 is required to proceed with event operation. The Damage Deposit is 100% refundable and will be refunded with the final bill if not applied. A credit card authorization form will need to be completed at this time for any final and day of event charges

FINAL DETAILS, GUEST COUNT & CATERING BILL

REQUIRED (10) DAYS PRIOR TO EVENT

A Final Proposal will be provided by the Banquet and Events Manager and will include your Event Details and Invoice based on your final guarantee. It will be your responsibility to relay any requested changes prior to the required due date and submit the proper payment. The event will occur as it is listed on the Final Proposal, so we request your confirmation of approval by email response or signed copy. If we do not receive a response, we will assume that the event details are correct and approved for operation.

FINAL BILL

Any adjustments made to the final bill or day-of-event charges will be reviewed with the renter within (3) business days preceding the event. The renter then has the option to make payment for any additional charges by check or credit card. Any pending charges thereafter will be charged to the credit card on file and is subject to a 3% transaction surcharge.

COLLECTION

The Banquet and Events Manager will make their best effort to coordinate with the renter and will make a reasonable effort to collect payments by the required due dates. If no contact or payment is made then PYC reserves the right to cancel the event and reopen the requested date to the public. Any deposits previously made may be subject to loss. A monthly finance charge of 10% will be charged on all past due invoices.

Payments Payments to Portland Yacht Club can be made by check or credit card. A 3% surcharge will be applied on all credit card transactions.

Event Insurance

Client(s) shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name The Portland Yacht Club as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.

Inclement Weather Policy

In the case of inclement weather PYC and the client will work together to reschedule the event at the convenience and choice of the client at the next available and appropriate date. PYC cannot be responsible for weather or offer any refunds.

Corkage Fees

Corkage fees will apply to beverages not purchased through PYC. Fees are: \$15 per 750 ML Bottle of Wine or Champagne and \$100 per Keg of Beer, Plus 20% Service Charge.

Service Charge All food and beverage services are subject to an automatic 20% service charge.

Club Rules and Regulations

1. All rules and regulations of the Oregon State Liquor Control Commission must be observed.
2. No alcoholic beverage may be brought into the Clubhouse or PYC property without Club Manager Approval. All alcohol must be served by PYC employees whom must follow OLCC rules for all guests. Any unapproved bottles found after or during an event will be charged at a rate \$50.00 per bottle.
3. Alcohol shall not be removed from the Clubhouse or patio area.
4. Minors will not consume any alcoholic beverage on any PYC property, or be allowed in the bar area.
5. Outside food is not permitted for any events. Cakes are permitted from outside vendors, but must be provided by a licensed bakery.
6. Use of Club rental equipment must be arranged for in advance.
7. All members and guests must be out of the Clubhouse by midnight.
8. Rentals and keep-sakes must be removed from the club by 10am the following day. Arrangements must be made with the Banquet and Events Manager if this deadline cannot be met. Anything left after 10am will be disposed of and PYC will not be responsible for its replacement.
9. The SPONSORING MEMBER MUST BE PRESENT DURING THE ENTIRE EVENT for all sponsored events. The sponsoring member will also be responsible for signing the application and any damage or non-payment by his guest.
10. Guests of PYC members shall conduct themselves with proper respect towards PYC Club Staff and property.
11. No nails, pins, or push pins are allowed in the woodwork or walls in the Clubhouse. No tape or decorations are allowed on the windows in the Bar area. Removal, moving or use as decorations or props of Club property including photographs, paintings, trophies and artifacts is strictly prohibited.
12. The moorage is off-limits for guests not accompanied by a member, and the Portland Yacht Club will assume no liability for guests in the event that are injured if this rule is broken. Any damage or theft of the clubhouse property or in the PYC moorage from an invited guest will be charged to the renter.
13. Security is required for any groups requiring the use of PYC's gated parking facilities.