



## **The Cape Fear Yacht Club**

4791 Fish Factory Road, Southport, NC 28461

Mailing Address: CFYC, P. O. Box 10180, Southport, NC 28461

*THANK YOU FOR CONSIDERING THE CAPE FEAR YACHT CLUB FOR YOUR UPCOMING EVENT.*

*PLANNING A PERFECT EVENT IS TRULY A LABOR OF LOVE. THE ATTACHED PACKAGE IS INFORMATIVE. THE FOLLOWING ITEMS ARE DISCUSSED IN DETAIL AND SHOULD BE READ COMPLETELY:*

- *CFYC CLUBHOUSE RENTAL APPLICATION AND AGREEMENT*
- *CFYC CLUBHOUSE RENTAL DETAILS, USE POLICY AND RENTAL RATES*

*CAPE FEAR YACHT CLUB REQUIRES A RESERVATION DEPOSIT OF \$375.00 TO RESERVE THE CLUBHOUSE FOR THE DATE YOU HAVE INQUIRED ABOUT - PLEASE REFER TO THE CLUBHOUSE RENTAL DETAILS FOR COMPLETE INFORMATION.*

*TO CONFIRM YOUR DATE, PLEASE MAKE A CHECK PAYABLE TO CFYC FOR \$375.00 AND PRINT A COPY OF THE CLUBHOUSE RENTAL APPLICATION AND THE CLUBHOUSE RENTAL DETAILS; PLEASE READ ALL PAGES AND SIGN WHERE REQUESTED.*

*MAIL TO: GEORGETTE BROCKMAN 5108 HOLLOW TREE DR. SOUTHPORT, NC 28431*

*ONCE THE \$375.00 RESERVE THE DATE CHECK AND THE SIGNED COPIES ARE RECEIVED BY THE CFYC RENTAL COORDINATOR, YOUR DATE WILL BE CONFIRMED; FOR YOUR CONFIRMATION, THE RENTAL COORDINATOR WILL SIGN EACH COPY & RETURN TO THE LESSEE LISTED - PLEASE REFER TO THE CLUBHOUSE RENTAL DETAILS FOR COMPLETE INFORMATION ON THE DATE FOR ALL OTHER PAYMENTS DUE.*

*SHOULD YOU REQUIRE ADDITIONAL INFORMATION, FEEL FREE TO CONTACT ME, EMAIL - [GBROCK18@HOTMAIL.COM](mailto:GBROCK18@HOTMAIL.COM) OR 908-328-5698.*

*Georgette Brockman  
Rental Coordinator*

# THE CAPE FEAR YACHT CLUB

4791 Fish Factory Road, Southport, NC 28461

## CLUBHOUSE RENTAL APPLICATION AND AGREEMENT

Upon approval and confirmation, this completed application shall constitute the agreement for renting the Cape Fear Yacht Club Clubhouse. PLEASE READ & REFER TO THE CFYC CLUBHOUSE RENTAL DETAILS & USE POLICY BEFORE COMPLETING THIS APPLICATION.

A completed application includes: CFYC Clubhouse Rental Application & Agreement and Club House Rental Details/Rules signed by the applicant, along with a fee of \$375.00 to reserve the date - all three must be returned.

Lessee name (Person Responsible for Rental): \_\_\_\_\_

Lessee contact numbers:

(cell) \_\_\_\_\_ (home) \_\_\_\_\_

email: \_\_\_\_\_

Lessee address: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Approximate Number of Attendees: \_\_\_\_\_

Notes: \_\_\_\_\_

Please see the Clubhouse Rental Details & Use Policy for detailed information on the rental rates.

The Security Deposit will not be refunded if any part of the Rental Agreement or Clubhouse Rules is violated.

Lessee shall be responsible for any and all damages or injury arising from the event and shall provide to CFYC a \$1,000,000.00 Liability Rider or a Liability Insurance Policy to cover any and all claims arising from or in connection with such event, and shall hold CFYC harmless for any and all such claims.

Not later than 60 days prior to the event date, \_\_\_\_\_, all fees are due and payable CFYC. Mail to: Georgette Brockman 5108 HOLLOW TREE DR. Southport, NC 28461

By signing this application/agreement, Lessee agrees to observe and obey any rules, regulations and laws of the municipality, city, county, state and/or federal authority during the period of occupancy, and undertake to see that all persons on the premises shall do likewise.

Lessee further agrees to be financially responsible for any:

(1) Damage that occurs to the premises or to any personal property during the period of occupancy

(2) Losses incurred by Cape Fear Yacht Club arising out of Lessee's use of the property.

Cape Fear Yacht Club is not responsible for lost or stolen items, or for any personal property left on the premises after the rental time period. Lessee agrees to pay and/or reimburse Cape Fear Yacht Club for any reasonable legal expenses incurred in enforcing this agreement. Cape Fear Yacht Club reserves the right to bill or seek judgment against any renting person or party for damages or losses not covered by any deposits.

The undersigned hereby makes application to the Cape Fear Yacht Club for rental of its Clubhouse facility and certifies that:

(1) Lessee has read and understands the Clubhouse Rental Details & Use Policy.

(2) All information included in the application is accurate.

(3) He/she has authority to enter into this agreement.

(4) Lessee has acquired/will acquire all necessary permits required for the event.

(5) Lessee will observe all rules and regulations of the Cape Fear Yacht Club.

X

\_\_\_\_\_  
Lessee

X

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Georgette Brockman

X

\_\_\_\_\_  
Date

## CFYC Rental Details, Policies & Rates

**Clubhouse Rental Details:** The Cape Fear Yacht Club is located on Fish Factory Road, near the South Harbour Marina. The Cape Fear Yacht Club is available to rent for weddings, receptions, private parties, luncheons, meetings, seminars and other events. The clubhouse may be used in accordance with the Cape Fear Yacht Club By-laws.

### **Description of Facility:**

The Cape Fear Yacht Club building encompasses approximately 2,400 sq. ft. The measurements of the interior rooms of the club are: main room is 22' x 26'; kitchen is 10' x 9'; bar area, without kitchen is 23' x 16'; gallery area (no HV/AC) is 44' x 14'.

The clubhouse has a maximum capacity is 99 people .For additional capacity, tents are allowed behind the Clubhouse, in back grass area. The maximum footprint for a tent structure is 60' x 30'.

Since the Cape Fear Yacht Club is located in a residential neighborhood, any function must be conducted in an orderly fashion, considerate of neighbors, and in compliance with South Harbor Village Covenants and Restrictions. Accordingly, the clubhouse must be closed by 12:00 PM (Midnight).

The Cape Fear Yacht Club clubhouse is a smoke free environment.

### **Rental Rate:**

Daily Rate:	\$1,375.00
Deposit to Hold Date:	\$ 375.00
Security Deposit:	\$ 300.00*
Balance due 60 days prior	\$1,300.00

\*The Security Deposit will not be refunded if any part of the Rental Agreement or Clubhouse Rules is violated.

NO LATER THAN 60 days prior to the event, all fees, including the \$300.00 security deposit will be sent to the CFYC Rental Coordinator. All Lessees shall be responsible for any and all damages or injury arising from the event and shall provide to CFYC a Liability Rider or a Liability Insurance Policy, in the amount of \$1,000,000.00, to cover any and all claims arising from or in connection with such event, and shall hold CFYC harmless for any and all such claims.

### **Rules for Use of The Facility:**

The person signing the Rental Application and Agreement, as Lessee, must be at the Cape Fear Yacht Club during all times the Rental Event is in progress.

A member of the Cape Fear Yacht Club or designee may attend each private party/event rental.

Attendance Projections: The projected attendance numbers are to be given to the CFYC no later than sixty (60) days prior to the event.

Set-up for the event rental is the sole responsibility of the host(s) of the event. The Lessee or Caterer will supply linens, dishes and silverware.

Furniture must be picked up in order to move and not dragged across the floor.

Burgees, pictures, plaques, notices, awards and any other Cape Fear Yacht Club decorations shall not be moved or covered. Please remember when decorating, do not use nails, tape, tacks or adhesives to attach decorations on the CFYC property.

The Lessee will be responsible for any missing items from the Club.

Lessee is responsible for abiding by the rules of the NC State Liquor Control Board and must obtain all required permits. Cape Fear Yacht Club requires a bartender at all event rentals. There is no self-serve of alcohol on the Club property. All alcoholic beverages served at an event must remain on CFYC property. Beer kegs must be held in a double lined plastic container & kept in the gallery or on the deck.

Grills must remain in designated areas.

No pets are allowed in the clubhouse, on the decks, or on the grounds.

No candles over 12" in height.

Music: DJ's and/or bands are welcome at the Cape Fear Yacht Club. Music shall end no later than 11PM

**FIREWORKS OF ANY KIND AND TIKI TORCHES ARE NOT ALLOWED** on the Club property.

At the end of the event, the Lessee is responsible for removing all personal items and leaving the Clubhouse broom clean.

The Cape Fear Yacht Club is not responsible for lost or stolen articles.

Charges for damages or excessive clean-up may result in a partial or complete loss of the security deposit.

The CFYC will not be held liable for power failures, acts of God, or any circumstances beyond its control, which make the Club unable to perform its obligations.

The undersigned (Lessee) has read and understands all of the above rules & regulations for the Cape Fear Yacht Club and agrees to abide by the same; The Lessee shall be present during the course of the event.

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Lessee

Date

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Rental Coordinator - Georgette Brockman  
01/31/18

Date