

19 WING COMOX YACHT CLUB FACILITY USE APPLICATION & USER AGREEMENT

Application: Please enter dates in the format: dd-mm-yyyy and time in 24-hour format

Applicant		
Name of Applicant:	Affiliation: (i.e.: 19WCYC, CAF, DND, or CFMWS).	
Section:	Contact Phone #:	Contact Email:
Function Details		
Date(s) of Function: ¹	Start Time:	End Time:
Type of Function: (ie: Section P.D. Event or Mug-Out)	Title of Function	
Number of attendees:	Any non-Yacht Club Member Attendees: ²	
	Yes	No
Bar Requested:	Bar Hours – From: (HH:MM 24hr format)	To: (HH:MM 24hr format)
Yes No		
Special Requirements: (please be as specific as possible)		
I have read, understood, and agree to the Terms and Conditions contained within this Document:		
Applicant – Print Name and Sign	Date	
Application must be received no later than 2 weeks in advance of the function.		
Distribution:		
Action		
Rear-Commodore – please email this signed form to rear-commodore@19wcyc.com		
CAF applicants with PKI-generated e-signatures may e-sign this form		

¹ Application must be received no later than 2 weeks in advance of the start date of the function.

² If “Yes”, a detailed list of all attendees shall be submitted to the Rear Commodore no later than five business days prior to the event day. This is important as those attendees without proper ID or authorization will be denied access.

Facility User Agreement

The Applicant, by signing the application form above, agrees to the following conditions:

1. Be responsible for making arrangements with the Rear Commodore for booking of a bartender, use of Kitchen & BBQ facilities on approval of this request.
2. The Applicant is required to provide a detailed list of all attendees to the Rear Commodore no later than five business days prior to the event.
3. The function Applicant is responsible for the conduct of all guests and loss or damage of furniture and effects belonging to the Club.
4. The Applicant will ensure that the number of guests attending will not exceed 55.
5. Decorations are not to be fastened to the interior/exterior of the building and/or its contents with anything which may cause damage to the building and/or its contents. Confetti or rice is not to be used in or around the Club under any circumstances.
6. Furniture, if moved, is to be put back into its original location.
7. The conduct of all function guests is the responsibility of the function Applicant who shall be in attendance. Members and guests are to conduct themselves in an appropriate manner at all times and shall not, when involved in activities, on Club property, or utilizing Club equipment, act in any way that would endanger anyone or bring discredit to the Club or to the Canadian Forces. The Club reserves the right to deny access to anyone who does not adhere to this ruling.
8. The function Applicant may terminate this agreement at any time by giving verbal/written notice to the Commodore.
9. The club's bar is regulated under a BC Liquor License and as such:
 - a. All alcoholic and non-alcoholic beverages are to be purchased from the bar at regular bar prices.
 - b. Under no circumstances are alcoholic beverages, from an outside source to be brought onto the club premises.
 - c. All purchases will be made in cash. There is no credit card service available;
 - d. Ticket sales of any kind are prohibited.
10. The club's Liquor License does allow minors to be present in the club house when alcohol is served however alcoholic beverages will not be sold to, provided by a person to, or consumed by individuals under the age of 19.

11. If food is brought into the club, all leftovers and garbage are to be disposed of responsibly at the end of the function.
12. The area behind the bar is out of bounds to non-members and minors.
13. If entertainment is planned, the set-up and take-down must not interfere with other Club activities.
14. After the function, the Applicant / APPLICANT shall ensure that the facilities are restored to the pre-function condition, that is:
 - a. BBQ is only available if a Yacht Club Exec or Bar Staff Member is present;
 - b. BBQ to be cleaned after use – propane use is complimentary;
 - c. all garbage is to be picked up;
 - d. all garbage cans emptied, and garbage taken out to the dumpsters on your way off QUADRA;
 - e. the Clubhouse floors are to be vacuumed and/or swept as required;
 - f. all tables and chairs are to be put back the way you found them. Patio chairs are to be stacked and placed alongside the clubhouse, and
 - g. any decorations that were put up for the function are to be removed and disposed of.
15. As the area bounding the club house, Kayak storage building and parking areas including the Foreshore are both environmentally sensitive and hold First Nations significance, the Applicant is responsible to ensure that guests stay within the clubhouse grounds.
16. The Applicant shall be familiar with all fire protection measures for the Club House and comply with all fire regulations, orders and instructions.
17. With the exception of Service Animals as described in Wing Standing Order 2-69, pets of any type are not permitted in the clubhouse.
18. The Applicant shall indemnify and save harmless Her Majesty, Her Officers, servants and employees, and members of Her Armed Forces, Her and their heirs, executors, administrators, successors and assigns, of and from all injury, damage, actions, causes of action, claims and demands of whatsoever nature which may result or be brought by reason of any act or default of the applicant, the applicant's agents or employees, or on account of any injury in any manner based upon, arising out of, or incidental to the enjoyment by the applicant of the use of the property.