**Private Event Procedures**

Our Club is special to all of our members, and we often receive requests to hold private events at our Club facilities. These private events may be to celebrate special occasions – whether birthdays, weddings, anniversaries or graduations – or sponsored by a Membership for a private gathering by members of a club or organization (such as a garden, church or other social club) to which the sponsoring Membership belongs. The Club’s Board of Governors (“Board”) wants to accommodate these requests, while keeping in mind that the Club’s primary purpose is to promote sailing and competitive racing on Deep Creek Lake. This means that we must give due consideration to impacts on other Club members as well as our Club facilities, and preference is given to private events that will not interfere with regular Club events. The Board also discourages requests during the regular season (Memorial Day weekend through Labor Day weekend) unless these events are to be held either (i) when no Club event is scheduled, (ii) at a time when the Club facilities are normally closed (such as a Monday evening or a Tuesday), or (iii) the event is open to all adult Club members. Public events are not permitted.

**Note that all Club Memberships are permitted to access the Club facilities, including the mug room and dock, on any days during the preseason, regular season, or postseason, regardless of whether a private event is scheduled.**

These Procedures cover only “private events,” and do not address other uses of the Club by members for exercise programs, information meetings or similar events. For these other types of uses, members are asked to coordinate with the House Chair or other Board member. These procedures also do not cover events sponsored by a Club Membership where all adult Club members are invited.

**Definitions:**

“Club” or “Association” means “Deep Creek Lake Sailing Association, Inc.”

“Hours permitted” includes set up and clean up.

"Private events" are events for family and friends and may include non-Association members but are sponsored by a Membership for either (i) a personal occasion (such as a birthday) on an "invitation only" basis, or (ii) an event hosted by a private club or organization (such as a garden or other social club or religious group) for that club's members and to which the sponsoring Membership belongs.

"Public events" are those where members of the general public may attend, through purchase of tickets or otherwise, including fundraisers, and are not permitted.

“People” includes members and their guests, servers, entertainers, or others on the Club premises for a private event.

“Sponsoring Membership” means a voting Club membership in good standing that is sponsoring a particular private event and who has assumed responsibility for it per the terms of these procedures.

**Procedures for Scheduling and Related Matters:**

**How to make a Requests**

Any requests must be submitted by the Sponsoring Membership at least 60 days prior to a desired event, using the form provided by the House Chair or the Board. No requests for a Saturday night in any season, will be considered unless submitted at least 180 days in advance. House Chair approval (events where 25 or less People are attending) or Board approval (events of more than 25 People) must be received before a private event may proceed.

**Selecting a Date and Time**

Requests for private events must meet the following scheduling criteria:

Club Closed (November through April):

No private events are permitted.

Preseason (In May, from the Sunday after Dock Push until the Thursday before Memorial Day weekend):

Private events are permitted on any Thursday, Friday, or Sunday so long as no regular Club events are scheduled at that time (or the event will not interfere with Club events as determined by the Board). If requested at least 180 days prior to the desired date, the Board may consider a private event on a Saturday night, and if approved, the Board may elect to schedule a grill on the preceding Friday night instead of the Saturday night of the private event.

Hours permitted):

Thursdays between 10:30 am – 10:00 pm

Fridays and Saturdays between 10:30 am – 11:00 pm

Regular Season (Memorial Day Friday through Labor Day Monday)

Private events are permitted on the following days and permitted hours so long as regular Club events are not scheduled:

Mondays, Tuesdays, and Thursdays (except Holidays) from 10:30 am to 10:00 pm

No events on Wednesdays and Fridays.

Open Saturday nights in June (excluding the weekend before July 4th) between 4:30 pm – 11:00 pm

Sundays between 4:00 pm – 10:00 pm

For any private event requests for a Sunday, the Board will give due consideration to planned Sunday night informal gatherings of Club members, prior to permitting a private event.

Postseason (From the Tuesday after Labor Day through the Friday before Dock Pull is scheduled)

Private events are permitted on any Thursday, Friday, and Sunday so long as no Club events are scheduled at that time (or the event will not interfere with Club events as determined by the Board). If requested at least 180 days prior to the desired date, the Board may consider a private event on a Saturday night, and if approved, the Board may elect to schedule a grill on the preceding Friday night instead of the Saturday night of the private event.

Hours permitted:

Weekdays (except Wednesdays), Fridays and Sundays – 10:30 am – 10:00 pm

Saturdays - 4:30 pm – 11:00 pm (4:30 for set up, 5:30 for the start of the event)

Events when the Club is Closed

Events after the Club facilities are closed (from the Sunday after Dock Pull through the Saturday of the fourth weekend in October, except the Saturday of Autumn Glory) will be considered only by special arrangement and approval of the Board. No private events will be considered for November through April.

**Note that as stated above, all Club Memberships are permitted to access the Club facilities including the mug room and dock facilities, at any time, regardless of whether a private event is scheduled.**

**Fees and Payment**

Fees for private events based on planned attendance (“Event Fees”):

1 – 50 People

Use of the clubhouse ............................. $150

Use of the clubhouse and kitchen ......... $350

Event Fees for larger events will be determined by the Board.

Beverages and food on the Club premises for Club members are not included in the rental of the Club and may not be consumed by attendees of a private event.

Reduced fees will be considered by the Board for events where at least 50% of all Club adult members are invited.

Required Deposits from the Sponsoring Membership:

Event Fee Deposits:

$200 Fee Deposit applied towards Event Fee - For events of 51 – 99 People.

$500 Fee Deposit applied towards Event Fee - For events of 100 People or more.

Additional Damage Security Deposit:

$250 - For events of 75 people or more.

Payment of Fees and Deposits:

Deposits:

Event Fee Deposits, and any required Additional Damage Security Deposit, must be paid to DCLSA no later than 30 days after receiving House Chair or Board approval. Event Fee Deposits will be applied towards total Event Fees owed for use of the Club facilities.

For events that would require an adjustment in the Club operating schedule, the Event Fee Deposit must be paid at least 180 days prior to the desired date.

Event Fees:

All Event Fees must be paid in full by the Sponsoring Membership at least 10 days prior to the scheduled date of the private event.

Payment Instructions:

All payments must be made by check or direct deposit to DCLSA.

Refunds:

Event Fees are refundable up to 10 days prior to the scheduled date of the private event; except that for private events scheduled for a Saturday, Event Fees are refundable up to 30 days prior to the private event.

Refunds of Event Fees will be provided by check within 30 days of written notice of cancellation by the Sponsoring Membership to the House Chair or the Commodore.

After completion of a satisfactory final post-event inspection of the Club facilities by a Board member, refunds of Damage Security Deposits will be provided by check within 30 days.

**Other Conditions and Requirements**

1. Requests will be considered in the order received. In any weekend, only one private event may be scheduled for either the Friday or Saturday.
2. Use of the kitchen does not include using or consuming Club products and consumables such as paper towels, napkins, soap, cleaning supplies, etc. The Sponsoring member must provide all of these items needed for the private event.
3. Except where otherwise stated above or as specifically approved by the Board, no event may extend after 11:00 pm and loud music must end by 10:30 pm (and clean up must be completed by 11:30 pm).
4. Please consider the possibility of inclement weather and plan accordingly, including the use of items such as tents or other outdoor shelter options. Large groups may not congregate in the indoor portions of the Club facilities.
5. The rental of Club facilities does not include use of the dock facilities for purposes of boating activities by non-Club members. Any planned use of the dock facilities must be described on the Sponsoring Membership’s application (for example, as part of a ceremony).
6. The Sponsoring Membership must attend the sponsored private event including set up and clean up.
7. If the Club is closed, and the Sponsoring Membership wants the Club utilities to be on for the private event, the Sponsoring Membership must compensate the Club for continuation of those services.
8. The Club will consider requests for advance deliveries of items prior to the private event, but cannot guarantee that requests will be accommodated.
9. Use of Club parking may be permitted on a limited basis to accommodate a few vehicles of attendees or a caterer. The number of available spaces will be determined based on whether the Club is open or closed, and other uses of Club members. The details on permitted parking use for a private event must be approved in advance by the House Chair or the Board.

**Clean Up and Club furniture**

1. Clean up must occur immediately after the event, and the Club facilities must be returned to their prior condition with all furniture being returned to its prior location unless other arrangements are approved by the House Chair in advance.

In addition to this clean up, for events of 75 People or more, the Sponsoring Membership must arrange and pay for additional cleaning by an approved cleaning service in coordination with the House Chair or the Commodore. Please contact the House Chair for details.

1. Use of Club chairs and tables may be considered, and that request should be included in the private event application. If a private event is scheduled for after the Club’s designated day for Dock Pull, the Sponsoring Membership must arrange for non-Club furniture to be used, except as otherwise arranged with and approved by the Board. Please contact the House Chair and Building and Grounds Chair for details.

**Responsibility, Liability and Insurance**

1. The Sponsoring Membership assumes full responsibility for care, cost of materials, any damage, and clean-up of the Club facilities related to their sponsored event.
2. The Sponsoring Membership must retain control of its guests and invitees while they are at the Club facilities and during the sponsored event. The Sponsoring Membership recognizes that a good neighbor policy applies to the use of Club facilities and agrees to conduct its event in a manner respectful of others in the vicinity of the Club. Loud noise, music, microphones, or public address system volume will follow the “Golden Rule” principle and are not permitted after 11:00 pm.
3. The Sponsoring Membership for itself and invitees (i) assumes responsibility and liability for and shall pay any and all costs, expenses, charges, liabilities and damages of any kind including without limitation personal injury and/or property damage (“Damages”) related to or in connection with a private event sponsored by the Sponsoring Membership, and (ii) releases and indemnifies the Club, its officers and directors, and its members therefrom.
4. Insurance protecting the Club must be provided by the Sponsoring Membership as follows:
* The Sponsoring Membership agrees to maintain in full force and effect general comprehensive liability insurance covering personal injury and property damage and any other Damages arising from the private event being sponsored by the Sponsoring Membership, with reasonable and customary limits and deductibles.
* Such coverage shall not be less than at least $1 million per occurrence/$2 million in the aggregate, and the Sponsoring Membership is responsible for all deductibles. Depending on the details of the private event, additional coverage may be required.
* This insurance shall be primary, covering the duration of the private event and the Club must be named as an additional insured.
* At least 45 days prior to the private event, the Sponsoring Membership will provide the Club with a certificate(s) of insurance coverage from the issuing insurer naming the Club (DCLSA) as an additional insured.

Adopted 6-14-2021