

# AUSTIN YACHT CLUB

## Request for Event/Regatta/Facility Use

Date Rec'd <span style="float: right;">8/18/16</span>
Board Act. Date
Date Filed
Initials

EVENT NAME Women's Clinic

TYPE OF EVENT \_\_\_\_\_ EVENT DATE Oct. 8<sup>th</sup>

EVENT CHAIRPERSON Carolyn Wilford DAY OF THE WEEK SATURDAY

CHAIRPERSON PHONE # 512-633-3137 EVENT HOURS \_\_\_\_\_

OTHER EVENT CONFLICTS ??? Ensign Regionals

TYPE ACTIVITIES TO BE HELD: \_\_\_\_\_

### EXPECTED PARTICIPATION

TOTAL BOATS		NUMBER OF MEMBERS		MEMBER FEE	\$
CLASSES					
NON-AYC BOATS		NUMBER OF NON-MEMBERS		NON-MEMBER FEE	\$

### FACILITY REQUESTED

(INDICATE HOURS OF USE FOR APPLICABLE FACILITY)

	CLUBHOUSE		CABINS
	COMPUTER		CAMP AREA
	KITCHEN FACILITIES		GROUNDS
	OFFICE		POOL
	PATIO AREA		SHELTER
			BOAT RAMP-NORTH
			BOAT RAMP-SOUTH
			CHASE BOAT
			COMMITTEE BOAT
			T-HEADS

SECURITY GATE	Gate Code	Hours to be open	SECURITY CHAIRMAN: _____
			Name <span style="margin-left: 100px;">Phone</span>

OTHER COMMENTS: (Include arrangements for catering, band, launch etc. if applicable)

Want to change date to Oct. 29<sup>th</sup> because of overlap with Ensign Regionals, and they loan their boats.

Conditions of Approval:

- Events of 13 to 29 people require the approval of (3) three Board Members.
- Events of 30 or more people must be approved by the AYC Board of Directors.
- Event Chairperson is responsible for any damage or clean up.
- Event/Regatta announcement flier must be approved by the Race Commander and General Manager before printing.
- Sailing Instructions must be approved by the Race Commander before printing, as well as the actual schedule.
- If event is held on AYC race days, it must be scheduled to prevent any conflicts.  
All boats, equipment, and facilities must be available a minimum to 1 1/2 hours before AYC races are scheduled.
- No expenses are to be charged to the Club, unless arranged through the General Manager.  
All receipts, charges (both member and non-member) must be turned into AYC office no later than 48 hours after the event.
- A minimum of (2) two people are required per AYC boat.

I have read and understand the conditions of approval.

Signature Carolyn Wilford Date 8/18/16

AYC Managers Signature \_\_\_\_\_ Date \_\_\_\_\_

BOARD MEMBER APPROVAL (Three signatures required for 13-29 guests)

1. \_\_\_\_\_ Date \_\_\_\_\_

2. \_\_\_\_\_ Date \_\_\_\_\_

3. \_\_\_\_\_ Date \_\_\_\_\_