

# AUSTIN YACHT CLUB

## Request for Event/Regatta/Facility Use

Date Rec'd
Board Act. Date
Date Filed
Initials

EVENT NAME TAMEST Staff (nonprofit) Retreat

TYPE OF EVENT Work retreat for small non profit EVENT DATE April 5-6

EVENT CHAIRPERSON Mary Beth Maddox (Loose) DAY OF THE WEEK Tuesday - Wednesday

CHAIRPERSON PHONE # 512-789-7355 EVENT HOURS 9:30 - 3:30

OTHER EVENT CONFLICTS ??? \_\_\_\_\_

TYPE ACTIVITIES TO BE HELD: We would use the clubhouse as our off-site office space for brainstorming sessions + work.  
No boating activities. Eight people total.

### 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)

<u>9:30 - 3:30</u>	CLUBHOUSE		CABINS		BOAT RAMP-NORTH
<u>Lunch</u>	COMPUTER		CAMP AREA		BOAT RAMP-SOUTH
	KITCHEN FACILITIES		GROUNDS		CHASE BOAT
	OFFICE		POOL		COMMITTEE BOAT
	PATIO AREA		SHELTER		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)

We ~~would~~ would bring snacks, coffee, etc. and plan to have lunch catered in. Thank you!

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,

Mary Beth Maddox Feb 22, 2016 Feb 3, 2016

Signature Date

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

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

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

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

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