

# Glenmore Sailing Club

## Event Rental Information



### Capacity

Capacity for a plated sit-down meal is 71\* people.  
Standing, cocktail-type events is up to 113\* people.

\* These numbers reflect the total maximum capacity includes all participants including catering, kitchen and serving personnel. The Renter will be responsible for any fines incurred should an official inspection take place during their event.

### Rental Rates

Weekend

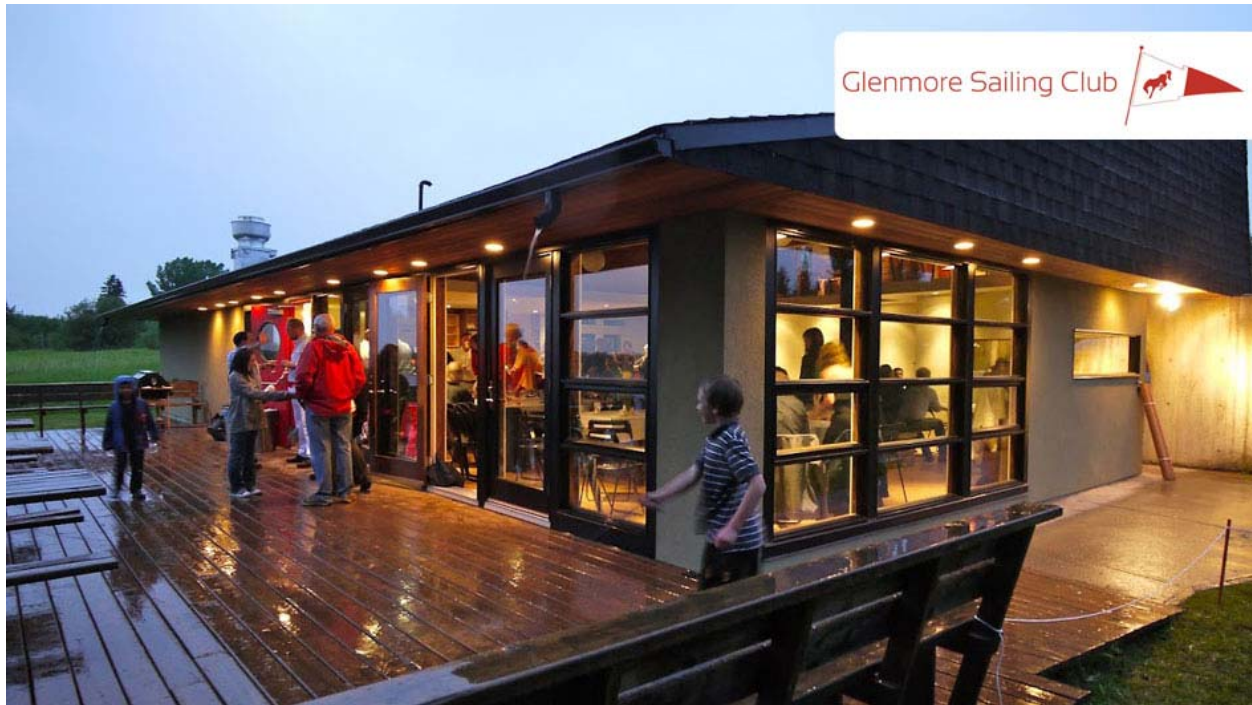
Friday or Saturday.....\$1,400

Sunday followed by a holiday Monday.....\$1,400

Weekday

Sunday to Thursday inclusive.....\$850

(rates do not include GST)



### **Deposit**

A booking deposit of 50% of the rental rate is due at the time of booking. Bookings made 60 or fewer days prior to the event require full payment at the time of booking. Price and facility availability is not guaranteed until booking deposit is received.

### **Damage Deposit, Cleaning Fee and Balance of Rental Rate**

The balance of payment is due 60 days prior to event date booked, including \$500 damage deposit and \$250 cleaning fee.

The damage deposit (less any deductions for repairs) will be refunded within one month after your event, after an inspection of the facility has taken place. The building access card must be returned in good condition within 24 hours after the event. A \$50 fee will apply if any access cards are damaged or lost.

### **Cancellation**

If the balance due is not received by the due date prior to an event, the booking will be considered cancelled and is subject to the following cancellation policies:

- Event cancellations must be made in writing.
- Cancellations six months (180 days) or more in advance of the event are refundable less a \$100 administration charge.
- Cancellations three months (90 days) in advance of the event are 50% refundable.

- Cancellations two months (60 days) in advance of the event are non-refundable.
- Cleaning fees and damage deposits are fully refundable with cancellations.



### **Damages**

Smoking in the club house is strictly prohibited as is driving or parking on the pathway or grass. Infractions will result in the automatic loss of the entire damage deposit.

Renters are responsible for all damage including, but not limited to damages to persons, facilities, equipment and grounds. Damage deposits will be held until an inspection is completed by a representative of the Glenmore Sailing Club following the event.

If any damage is noted and/or extra cleanup is required, none of the damage deposit will be returned until an assessment of reparations costs has been made.

### **Decorations**

Please do not use confetti.

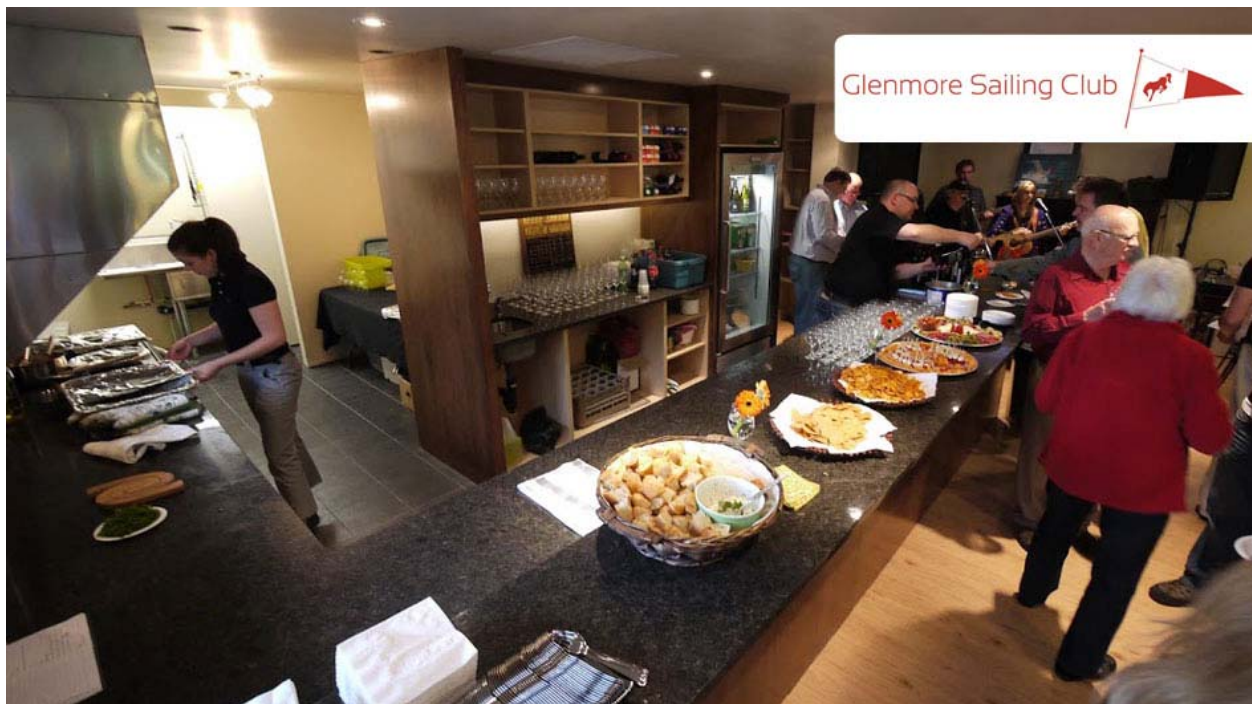
Decorations used inside or outside the clubhouse must not leave visible marks when removed. Do not use items such as push-pins, staples, nails, masking tape, duct tape, or extra sticky tape. Renters may use items such as blue "Stick'um", painters tape, or string to hang items from existing fixtures.

Using prohibited fastening materials, or failure to remove all decorations, including all materials used to attach them, within the booking time booked will result in an additional labour charge of not less than \$50.

### **Cleaning**

A \$250 cleaning fee applies to all rentals.

The renter must remove all food and drink items from the kitchen area at the end of the event and empty and properly dispose of all garbage and recycling from the Club.



## Frequently asked Questions

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**1. When will we receive the security system access card to get into the Club?**

Access cards are provided during the week prior to your event.

**2. When do you need the liquor license and event insurance?**

Proof of all insurance papers and permits, must be provided prior to receiving a security system access card. They can be scanned and emailed to us. Insurance may be purchased through your insurance agent or [online](#).

**3. What do I do with the security system access card after my event?**

Please leave it under the office door prior to exiting the building.

**4. Are there specific closing instructions after my event at night?**

The renter is required to remove all food and drink items from the kitchen area at the end of the event. All Garbage and recycling must be emptied and removed from the facility.

**5. How many tables / chairs do you have and what size are they?**  
**65 Chairs**

**2 expandable square tables**

Expandable Dining table with 2 pull-out leaves seats 4; makes it possible to adjust the table size according to need

Dimensions

Length: 50 3/4 "

Min. length: 35 3/8 "

Max. length: 66 1/8 "

Width: 35 3/8 "

Height: 29 1/8 "

Length: 129 cm

Min. length: 90 cm

Max. length: 168 cm

Width: 90 cm

Height: 74 cm



**2 Expandable Long tables**

Extendable dining table with 2 extra leaves seats 6-10; makes it possible to adjust the table size according to need

Dimensions

Length: 85 7/8 "

Min. length: 68 7/8 "

Max. length: 102 3/8 "

Width: 37 3/8 "

Height: 29 1/8 "

Length: 218 cm

Min. length: 175 cm

Max. length: 260 cm

Width: 95 cm

Height: 74 cm



**7 Folding long tables 72x30**

**Outdoor Picnic tables (not shown) 36x96.5**



**6. What is your seating capacity?**

Comfortable Seating for 60 to 65 people.

Maximum total occupancy for a sit down event with tables is 71.

**7. Do I need a Liquor Permit?**

Yes. Liquor permits are required for all bookings serving liquor.

**8. Is there room for tall cocktail tables**

Yes, 4-5 looks best with a mix of seating and standing high tables.

**9. What audio and video equipment is in the Club?**

We have a 65" TV on the wall with sound system that plays via Apple Air play.

It allows you the ability to play photos and play music at the same time.

Instructions are in the AV Cabinet.

### **10. Can We Decorate?**

Any decorations used inside and/or outside the GSC must not leave any visible marks when removed.

### **11. Can we use the Chairs and Tables?**

Absolutely! We have about 65 folding chairs for use and tables on site. You are also welcome to bring your own.

### **12. What is parking like at the Club?**

Free parking is available year-round. In the summer, it's a bit further away (extra 200 feet away) because boats are parked in the nearest lot. If there are older people or ladies in dresses, they can be dropped off at the pathway to the Club before parking the car. The road to the parking lot is on your left as you enter South Glenmore Park.

### **13. I would like a tent outside is that possible?**

Yes, However permits are required and may be obtained through the city.

### **14. How do we leave the club at the end of our event?**

The Club needs to be clear of all debris, garbage, decoration, and catering etc. However we do understand there are times when rented tables etc may need to be gathered, placed neatly in the corner awaiting pick up the next day. If picnic tables are moved they need to be replaced.

The renter must ensure that the premises are secure and locked upon departure from the facility, including all deck doors.

### **15. Facility Access Caterers**

Caterers may use the paved bike path to take goods to and from their vehicles in the parking lot in front of the club house. It is not possible to drive right up to the Club on the pathway.

### **16. Can we move furniture around inside the Club / move it out of the Club?**

Yes. Items must be moved and stored safely and replaced before departure.

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Yes. It must be moved and stored safely and replaced before departure.

### **18. When can we start setting up in the Club?**

Equipment and material may not be delivered to the sailing club prior to the booked time, unless special permission has been granted in advance. All equipment and material must be removed immediately after your event.

### **19. What time do we need to be out?**

For evening events, the club needs to be vacated by 2am. Cleaning after your event happens between 4:30 and 7:30am.

### 20. When can we start setting up in the Club?

Inappropriate behavior on the part of the rental participants may result in the cancellation or cessation of the event at the discretion of a Club representative, without a refund of the rental fee.

GSC Floor Plan

