



SEABRIGHT BEACH CLUB

Non-Member Sponsored Party Confirmation Contract

A non-member sponsored party is one where the SBC Member seeks to hold an event on SBC premises for a non-related third party (i.e., a person who is not a family member) or an outside entity.

I, _____, wish to reserve the Club Room/Ocean Terrace (Circle One)
(Name of Member)

at Seabright Beach Club ("SBC" or the "Club") for _____.
(Type of Party)

This event shall take place on _____ and shall start at _____ a.m./p.m. and end at _____ a.m./p.m.
(Date)

The approximate number of guests will be _____.

In order to hold the above-requested date, this document must be fully completed and returned to the SBC Business Office, along with a non-refundable deposit of \$500 within seven (7) days of receipt. Failure to do so will result in the requested date being released from the SBC calendar. The Member understands that this is a non-refundable deposit in the event that the Member or Non-Member need to cancel.

The Non-Member will be using _____ to cater their event. The Caterer will be responsible for all set up/take down of tables/chairs/place settings and service for the event. The Non-Member understands that there will be an additional \$1000 room usage fee. An 18% Club Fee and 6.625% sales tax will be added to the Member's final Beach Club bill. Proof of insurance from the outside caterer (if not using Apple Street Catering) must be provided at least fourteen (14) days prior to the event.

The Member agrees to attend in person all meetings between the non-member and SBC staff relating to plans and preparations for the subject event.

The Member must be copied on all written and/or electronic communication between SBC staff and the non-member concerning the subject event.

The Member and the Non-Member both agree that communication between the non-member and SBC staff concerning the event will be conducted in a professional, respectful manner at all times. In the event that this does not occur, SBC reserves the right to require that all further communication concerning the event shall only be directly between SBC staff and the Member.





PRIVATE EVENT GUIDELINES

1. All parties are to be held by private invitation only. Parties without select invitation lists will not be permitted. Use of the Club for commercial or business purposes is not appropriate and therefore prohibited.
2. The sponsoring Member must attend the function and be present for the duration of the event.
3. The Member agrees that any minors in attendance at the event shall be always supervised.
4. Events for the purpose of fundraising are not allowed.
5. The Club Member having or sponsoring the party shall be responsible for any damage caused by the installation of party décor and shall be responsible for the removal of all such party décor. Removal of Club property from the Club's premises is forbidden, as in the marking, cutting, defacing or other injury to the same. Such action may result in the Member/sponsor being charged for damages and/or forfeiture of part or all the required security deposit.
6. Decorations, floral arrangements, etc., used for the event must be removed from the Club premises immediately afterward or no later than 9:00 a.m. the following day. All deliveries (equipment, floral arrangements, entertainment, etc.) must enter and exit through the ramp by Manager's Office.
7. The Club shall not be responsible for any loss or damage to any private property brought into or stored on the Club's premises.
8. All beverages consumed on Club properties must be furnished by the Club.
9. No performance by entertainers will be permitted on Club property without permission.
10. The Club closes at 11:30 p.m.
11. Any form of smoking (such as cigars, cigarettes, pipes, e-cigs, vaping, etc.) is strictly prohibited either within or under any Club structure, including the gazebos and awning. It is also prohibited on the Ocean Terrace (including the deck area).
12. Charges for room rental and bar will be billed to the Member's account. If the Member utilizes Apple Street, they will pay them directly for all catering. An additional invoice for the service staff will also be paid directly to that organization.
13. Event attendees are expected to always conduct themselves as ladies and gentlemen. Failure to do so will result in appropriate action being taken to correct the behavior by the SBC Manager on Duty. The SBC Manger on Duty reserves the right, to his or her sole discretion, to ask the offending person(s) to leave the premises and/or to promptly end the event.

All Club charges shall be done through the Member's account. No business checks will be accepted as payment.

The Member and Non-Member/Non-Member representative acknowledge that they have fully reviewed this document and agrees to the terms.

Member Signature: _____
Member Name: _____
Email: _____
Telephone: _____
Date: _____ Member # _____

Non-Member Signature: _____
Non-Member Name: _____
Email: _____
Telephone: _____
Address: _____

Seabright Beach Club: _____
(Manager)

Date: _____

