

Revised: February 2023

## **Seneca Yacht Club Party Reservation Request Guidelines**

Private parties which include more than 20 non-members require registration with the SYC Social Committee and SYC Board approval in advance. Parties with 40 or more members and/or non-members also require registration and approval. All party reservation requests must be made by an SYC sponsor member.

During the sailing season, SYC reserves the right to reject applications for parties of any size that would significantly limit use of the Club by the membership on weekends or holidays. The Seneca Yacht Club Board of Directors also reserves the right to deny any application for party reservations at its sole discretion.

### **TO REQUEST A PARTY**

1. Contact Social Committee Member, Julia Mattick, at 315-719-5970 or [jmattick@verizon.net](mailto:jmattick@verizon.net) to determine if your party date is available. You can preview the schedule of Club events on the website calendar: [www.senecayc.org/calendar](http://www.senecayc.org/calendar)
2. At least **two weeks** in advance of the requested party date, complete and submit the Party Reservation Request form below, along with payment fee and deposit to:  
  
SYC Social Committee  
Julia Mattick  
233 High Street  
Geneva, NY 14456
3. Once the Social Committee receives the completed party request form (below), the request will be presented to the SYC Board of Directors for review.
4. The Social Committee will notify the sponsor member regarding the Board's review/approval.
5. The Social Committee will then work with the sponsor member to reserve the necessary facilities at the Club, arrange for specific needs, and assist with arrangements for vendor services, if required.

PLEASE NOTE: the use of either of the Club's propane grills must be arranged with the Social Committee in advance as they are locked and cannot be accessed without a key.

6. The sponsor member is responsible for the conduct of the party including but not limited to cleanup, trash disposal, and alcoholic beverage control (no sales are allowed on the premises). The SYC requires obedience to all New York State and local laws regarding alcoholic beverage consumption on the SYC premises.
7. Reservations must be made for large parties as defined above. We regret that our facilities do not allow for larger parties.
8. FEES - To defray the expenses of the club for use of the facility the following fees will be collected:
  - From 20 to 50 non-members      \$100
  - From 51 to 74 people              \$200
  - Fees subject to change
9. DEPOSIT - In addition, a refundable damage and cleaning deposit of \$100 (separate check) is required.
10. These guidelines apply to parties sponsored by the various fleet events as well as events sponsored by individual members or outside organizations. Club-sponsored events are exempt from the fees listed above.

Thank you!

The Seneca Yacht Club Board of Directors

**Seneca Yacht Club Party Reservation Request Form**

Please complete and mail this form, along with a check payable to Seneca Yacht Club for the required fee, and a separate check payable to Seneca Yacht Club for the \$100 deposit to:

SYC Social Committee  
Julia Mattick  
233 High Street  
Geneva, NY 14456

SYC Sponsor Member Name:

Organization Name (If request is being made on behalf of an organization, please provide both organization name and SYC Sponsor Member Name):

Mailing Address:

City:

Zip Code:

Email:

Phone:

Party Date Requested:

Alternate Date Requested:

Party Time Requested (please include set up time):

Party Duration (hours):

Number of People Attending:

Type of Party:

*Please answer the following questions: \_*

*Where, on the Club grounds, will your party be set-up?*

*Will you need to use the kitchen stove?*

*Will you need to use either of the club gas grills? If so, which one?*

*Will you be using a caterer?*

*Will you have a tent?*