

**Instructions for those interested in renting the M&M Yacht Club clubhouse:**

1. Check the MMYC calendar to see if your chosen date is available. Visit [www.mmyc.org](http://www.mmyc.org) – click on Calendar of Events – and cycle through the calendar. Please note, we do not open the clubhouse up for rental until our own calendar of events has been created for the boating season.
2. Contact Sue Mars – [cmars@new.rr.com](mailto:cmars@new.rr.com) with your chosen date. Typically, we will place a hold on your date for a week or two from your first contact to give you a chance to send in the rental application and payment. Once you have been told your date is held, you can go to our Calendar of Events and see the hold placed on the date, along with the date the hold will be released if application and payment are not received. Your rental is NOT guaranteed yet.
3. Fill out the second page of this form and return it to us as instructed. Once we have received this from you, you will receive confirmation that your rental is guaranteed. Your rental is ONLY guaranteed once you have received this confirmation.

All conditions on the rental form will apply.

While we try our hardest to not interfere with rentals, the M&M Yacht Club clubhouse is made available to the public on an open-door policy. There may be occasions where members need to access parts of the clubhouse like the storage area or office during your event. We do our best to keep intrusions to a minimum, but there is no guarantee of 100% exclusive use of the clubhouse.

Please note, the M&M Yacht Club clubhouse is not available for use in promotion of a business as per our lease agreement with the City of Menominee. This includes events along the lines of jewelry and kitchen goods parties. We cannot make exceptions to this policy.



## APPLICATION TO RENT MMYC CLUBHOUSE



First Street - Menominee, MI 49858      906-863-7140

**Mail application and checks to M&M Yacht Club**

**c/o Clubhouse Rentals - P.O. Box 232 - Menominee, MI 49858**

***All applications for use of MMYC clubhouse must be made through Sue Mars,  
[cmars@new.rr.com](mailto:cmars@new.rr.com)***

**(Please PRINT clearly- Entire form must be complete to make agreement Valid)**

Current MMYC Member:  Yes  No Today's Date: \_\_\_\_\_

Fee/deposit submitted with application:  MMYC member \$125  
 Non-member \$150

\$50 of this is a security deposit to be held without interest by MMYC and returned when building is left clean after use

Name of Person Making Application: \_\_\_\_\_

Read guidelines carefully. BE SURE THE PERSON(S) WHO ACTUALLY ATTENDS THE EVENT  
READS THESE GUIDELINES

Name of Organization or Club: \_\_\_\_\_

Purpose: \_\_\_\_\_

Address: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please call or email Sue Mars at [cmars@new.rr.com](mailto:cmars@new.rr.com) to arrange picking up the key for the MMYC Clubhouse at least 48 hours prior to your event.** Note: Key must be back to MMYC ASAP (within 24 hours) after your event and before security deposit will be returned.

Date(s) to use MMYC Building: \_\_\_\_\_ Time of day: \_\_\_\_\_ -- \_\_\_\_\_

(for rentals from May 15th thru Sept. 15th see below\*\*)

### **Guidelines for Use of the MMYC Clubhouse**

1. The Clubhouse may be used for private parties, club meetings, and civic gatherings. Use of the Clubhouse for the promotion of a business is prohibited.
2. Each application must be accompanied with payment in advance. Security deposit will be returned by MMYC check within 30 days after the club is left in acceptable condition after your rental.
  - a. MMYC Members: \$75 + \$50 security deposit = \$125

- b. Non-MMYC Members: \$100 + \$50 security deposit = \$150
- 3. Cleanup **must** be performed the same day / night of the rental.
- 4. **Any damage to the clubhouse or premises shall be the responsibility of the applicant above.**
- 5. Yacht Club functions take precedence over member functions. Member functions take precedence over non-member functions. Date is fixed once the signed agreement with appropriate fee and security checks are received and approved.
- 6. Decorating the Clubhouse is allowed. However, **ALL** decorations and material used to fasten them must be removed at time of cleanup. **UNDER NO CONDITIONS** will tacks or nails be used to fasten decorations. If decorating items are found in the clubrooms after a function, they will not be returned, and your security deposit may be forfeited.
- 7. No food will be left in the refrigerator, kitchen, or anywhere else on the club premises after a function. If food is found anywhere on the club premises, it will not be returned and your security deposit may be forfeited. **Bring your own trash bags.** All trash must be removed from the Clubhouse and deposited in a marina dumpster. If no dumpster is available, all trash **MUST** be taken away by you.
- 8. Users of the Clubhouse will not use any of the MMYC kitchen supplies (i.e. paper plates, plastic cups, etc.) or any of the pop or other liquid refreshments. **NOTE:** You must bring your own liquid refreshments. Basically, bring everything that you will need. If you need it, bring it, that way you know you'll have it.
- 9. After a function, the four (4) thermostats controlling the inside temperature of the Clubhouse will be set to 60 degrees. The thermostats are located (1) in the main clubroom on the west wall, (2) on the wall to the left of the trophy case, (3&4) one in each bathroom. Turn off all air conditioners in the summer. **ALL** lights and electrical appliances will be turned off. All windows and doors will be closed and locked after the function.

**\*\* Summer Use of Clubhouse May 15th thru Sept. 15th**

- 1. The Clubhouse will be available for MMYC members and other civic organizations or groups strictly on an **OPEN-DOOR POLICY**. Club facilities must always remain available for club members. No "Private Party" signs allowed.
- 2. MMYC functions will take precedence over all other gatherings or parties.
- 3. All parties limited to 50 persons.
- 4. **ALL ABOVE GUIDELINES ARE TO BE FOLLOWED.**

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Do not write below this line. You will receive a copy of this request. Sent: \_\_\_\_\_

This request to use the MMYC has been granted: \_\_\_\_\_

Date application received by Sue Mars/MMYC: \_\_\_\_\_ Check Number: \_\_\_\_\_

MMYC left in good condition:  Yes  No Date Key returned: \_\_\_\_\_