

# 2021 SPYC Event Guidelines

Thank you for volunteering to host an event at SPYC! WE are looking forward to a great season of sailing and social activities. If you have questions while organizing your event, please do not hesitate to contact the Chairs of the Entertainment Committee:

Jennifer Patricia 732-232-0028  
Marie Liddicoat 732-830-3606  
Marianne Beyer 908-507-7692

[seasideparkyc@gmail.com](mailto:seasideparkyc@gmail.com)  
[mcliddicoat@aol.com](mailto:mcliddicoat@aol.com)  
[m\\_beyer123@yahoo.com](mailto:m_beyer123@yahoo.com)

## Event Flyers

-You can create a flyer for your event. This flyer will be included in the packet of flyers sent to all members at the beginning of the summer. Please include: name of event, date, time, menu, attire, cost, hosts, contact person's name, phone number, and the date for reservations. Please also include the Reservation Policy on your flyer (Reservations not cancelled 5 days in advance of the event must be honored.)

-All flyers must be submitted to Rich Miller by May 25, 2021. They may be mailed to him at 967 Edinburgh Drive, Toms River, NJ 08753 or emailed to him at [miller.rich.113055@gmail.com](mailto:miller.rich.113055@gmail.com). Please also send to [seasideparkyc@gmail.com](mailto:seasideparkyc@gmail.com) so they can be sent to members by email as well.

## Reservations

-In order to help your planning and make sure your expenses will be covered, we strongly recommend you take reservations for your event.

-When taking reservations, keep a list of all of the names of people attending (members and nonmembers). There is a six guest maximum per membership per event. Each specific guest may only be invited to SPYC twice per season, regardless of the member who has invited them. Hosts must provide a list of attendees to the entertainment committee five days prior to the event.

-If a member does not honor his/her reservation and does not cancel within the 5 day time frame, he/she is responsible for paying the cost of the reservation. The name of the member should be noted on the event forms that are turned in to the entertainment committee after the event (see attached) and an invoice will be sent to that member.

-If you are having your event upstairs, the usual maximum capacity is 113 people seated at tables inside and 30 seated at tables on the porch outside upstairs (total 143). This maximum will be strictly enforced. If you would like to have more people attend your event, you will need to use other areas of the club for seating, such as the Wolstenholme room downstairs or outside on the porch downstairs or on the patio. If members request a smaller table when they make their reservations, you may use the small square tables, small rectangle tables, or the high top tables with the stands changed to make them seated heights. We do have rolls of white plastic tablecloths that can be used to accommodate these tables if desired, or you may get colored tablecloths.

-If you receive more reservations than the club or your event can accommodate, start a waiting list. If members cancel within the 5 day window, you can fill in with the people on your waiting list.

## Meals for Your Event

-It is your decision whether to cook for your event or to hire a caterer. Homecooked meals are a favorite of the club and are a great way for your event to be both fun and profitable. **DUE TO CURRENT GUIDELINES, ANYONE COOKING OR PREPARING FOOD MUST BE MASKED AND USE GLOVES AND FOLLOW ANY OTHER CDC RECOMMENDATIONS FOR FOOD PREP.**

-If you choose to hire a caterer, you will either need to request a check in advance or request reimbursement after the event:

-To request a check in advance, contact Rich Miller, Treasurer, at [miller.rich.113055@gmail.com](mailto:miller.rich.113055@gmail.com) or 908-910-7479. The check may be requested **NO LATER THAN WEDNESDAY OF THE WEEK YOU NEED IT.** It is not possible to get a check without this advance notice.

-If you pay your caterer yourself and then request reimbursement after your event, please use the attached forms. Forms will also be located in the desk drawer in the lobby of SPYC.

-Please remind caterers that smoking is only allowed in designated areas of the club.

-Trucks or vans are **NOT** allowed to park or unload on the back patio.

-Caterers must submit insurance certificates; these can be sent to Rich Miller as well.

## What the Club Provides

**Paper Products:** The club has white plastic plates, utensils, and paper napkins available for use for your event. If you choose to use colored paper products from a party or dollar store, be sure to keep this in mind when you set the price for your event, as they will need to be covered by the income from your event. The club also has regular china plates and stainless steel utensils that you may use; you should check in advance of your event to make sure there is enough of what you need.

**Decorations:** Any decorations purchased for your event that you ask to be reimbursed for **MUST** remain at the club for future use. Unfortunately, we're running out of room to store these decorations. Therefore; we ask that before you purchase any, to please contact a member of the Entertainment Committee or House Committee to look at the items we have and see if you'd like to use any of them for your event. We prefer you utilize what we have if it meets your decorating theme. If you choose to buy decorations, please remember to factor that into the price for your event. You may not use any regular candles with flames. Only battery powered candles may be used.

There are serving trays, utensils, and baskets in the upstairs closet that you may use. There are 10 wooden sailboats upstairs. There are other decorations stored in the south bilge area that you may use as well:

- “Southern Living” theme – 10 mason jars, burlap, several picture frames (may be used for another event)
- “Patriotic” theme – 20 small American flag centerpieces, several red/white/blue mason jars
- “Nautical” theme – 11 nautical buckets, 5 small buoys, 10 fabric lanterns, 12 square plastic containers
- “Night in Paris” theme – 20 table top Eiffel towers, 8 large Eiffel towers, various Parisian décor items
- “80’s Night” theme – several centerpieces and wall décor
- “Hawaiian/Tropical” theme – 4 boxes full of decorations, grass skirts, leis, etc.
- “Wiggin’ Out” theme – mannequin heads and wig decorations
- 15 plastic lawn flamingos
- 15 glass bottles with stoppers
- 20 hanging lanterns (need battery votive candles)
- 12 metal and glass lanterns for tables, may also be filled with flowers or other items

**-Tablecloths:** We have white plastic tablecloths in stock at the club that you can use. You may also purchase colored plastic tablecloths for your event. The cost should be factored into your budget. There are white and blue linen tablecloths available as well. They are located in marked bins in the closet off the dining room. These **MUST** be laundered (by you or professionally) after your event and returned to the club by the Wednesday after your event to ensure they are available for the next event. It is preferred to have them done professionally: they should be taken to Leo’s Laundry immediately after your event and picked up by Wednesday. You can submit the receipt with your report to be reimbursed. If you choose to wash yourself, any stains need to be treated immediately, they need to be washed according to the care instructions, and folded immediately after drying to prevent wrinkles. Please return clean linens to the correct bins.

**-When decorating, you must use ribbon, twist ties, or something that will not put holes in the walls, wood, or railings. Do not use staples, tacks, nails, or oil-based adhesives (fun-tac), power tools, duct tape, or masking tape on any walls in the building.**

## Bar Requests

-If you have a specific drink request for your event, you will need to contact the Bar Chairperson at least 2 weeks prior to your event. Brands requested should be those that are already stocked at the SPYC bar. Please plan ahead: all liquor distributors are closed during the last two weeks of July.

**-YOU CANNOT BRING ANY ALCOHOL TO YOUR EVENT THAT HAS NOT BEEN PURCHASED THROUGH THE CLUB BAR. THIS IS IN ACCORDANCE WITH THE ABC LAWS AND OUR CLUB LIQUOR LICENSE.**

## Music

-The Entertainment Committee handles the negotiations & contracts for all entertainment (bands, DJ's, etc.) bookings for all events. You may not sign a contract on your own. SPYC will not pay for bands/djs that do not have contracts signed by us.

- Please keep in mind that we have a tight budget to work with and the Entertainment Committee manages this budget over the course of the 10 or so week summer season.

-If you have a band or DJ you would like to use, first contact the Entertainment Committee to let them know & they will contact them to negotiate the price & send a signed contract. Once received by Marie Liddicoat, she will then sign it and have the treasurer send a deposit.

-If you would like the Entertainment Committee to find a band or DJ for your event, please contact them and let them know what type of music you would like.

-Band contracts are signed/booked on a first come/first serve basis. To ensure you are able to get a band/dj you want, please contact the Entertainment Committee as soon as possible.

-The money for the music for your event does not come from your event, it comes from a separate budget. You do not need to factor the band cost into the price for your event.

-For casual events, it is possible to use your own iPod or similar device with the club's sound system if you'd like.

-Please remind bands/djs at your event that smoking is only allowed outside, at the designated areas (see the posted signs).

-Trucks or vans are not allowed to park or unload on the back patio.

### Junior Servers

-If you need help with set-up, serving, and clean up, there are Junior Servers available. Please contact the Junior Server Coordinator (Kassia Bukosky kassiabukosky@gmail.com). There is a rotating list of Junior Servers; in an effort to keep this fair for everyone, please do not seek out juniors on your own.

-Junior servers are prohibited from carrying alcoholic beverages.

-Each junior gets paid \$7.00 per hour and should be paid at the end of your event. You will be reimbursed for this by noting it on the financial forms. You should not pay junior servers out of the admission fee for your event.

-A tip jar is not to be passed around. There is a container for tips at the top of the stairs of the dining room; it is completely voluntary for members to put something in the container. You are responsible for dividing the tip money evenly among the juniors who worked at your event.

### Kitchen Use

-All event hosts are responsible for leaving the kitchen spotless after your event. Please be sure excess food goes in the garbage, not in the sink or dishwasher. Please wipe sinks and counters and sweep floors as needed. The garbage in the cans will be removed by the club stewards. Leftover food should be removed after your event as other events need to use the refrigerators. If you need to leave it that night to pick up the next day, please label it accordingly.

-If your event requires the use of the stove or oven, please let the House Manager know in advance. (You may indicate that on the attached set-up form). Please DO NOT try to light the oven yourself.

### Miscellaneous

-When planning your event, please be aware of events that come before or after yours. Contact those hosts to coordinate refrigerator/freezer space, decorating, etc. The event that is first on a given weekend has priority for kitchen use, setup, etc. If you are hosting on Saturday and would like to set up early, please contact the hosts of the Friday event to see if that will be possible.

-All outside vendors (caterers, etc.) need to submit an insurance certificate. These should be sent to Rich Miller.

-Smoking may only occur outside, in designated areas.

-No vans or trucks may park on the back patio to unload.

### Expenses

-When determining the cost for your event, factor in all of your anticipated expenses: decorations, paper products (if not using those at the club), tablecloths, food, servers, etc. Music is not included in this.

### Reports

- The forms you use to make the report for your event and get reimbursed are attached. They are also available in the desk in the lobby at the club. Be as specific as possible when filling out the forms. **YOU MUST INCLUDE ALL RECEIPTS WITH YOUR REPORT IN ORDER TO BE REIMBURSED.** If receipts are missing, you will not be reimbursed for those expenses.
- Do not include in your report any outstanding money from any members being billed for not cancelling or not showing up. The treasurer will credit your event when he bills that member and receives the money.
- If you have questions, please contact a member of the Entertainment Committee.
- Your report, all receipts, all money from the event, and a final attendance list must be submitted to Marie Liddicoat within seven days of your event. Contact Marie to make arrangements to give her these items. When your report is reviewed, you will receive a check from the treasurer for the expenses you incurred.

Thank you so much for hosting an event! YOU are what makes SPYC the great place it is!

# 2021 SPYC Event Set Up Request

Please use this form (if applicable) to assist the House Manager in preparing for your event.  
This form may be placed in the House Committee mailbox at the Club (behind the front desk).

Host Name: \_\_\_\_\_

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

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

## Table Setup:

Location: Upstairs Dining Room    Balcony    Back Patio    Other: \_\_\_\_\_

Number of Tables: \_\_\_\_\_

Arrangement: (you can draw below if necessary)

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## Paper Products:

\_\_\_\_\_ Yes, I will be using the Club's white plastic plates, utensils, and napkins.

\_\_\_\_\_ No, I will be purchasing paper products myself.

## Stove/Oven:

\_\_\_\_\_ Yes, please light the oven/stove at \_\_\_\_\_ (time)

\_\_\_\_\_ No, we will not be using the stove/oven at any time during our event.

# 2021 SPYC Entertainment Financial Activity Summary

Event Name \_\_\_\_\_ Date: \_\_\_\_\_

Hosts/Chairpersons \_\_\_\_\_

Number of Reservations for Event: \_\_\_\_\_ Cost per person \$ \_\_\_\_\_

## **INCOME:**

Total checks received for event fee: \$ \_\_\_\_\_  
Total cash received for event fee: \$ \_\_\_\_\_  
Cash received from 50/50 or raffle, etc \$ \_\_\_\_\_  
TOTAL INCOME \$ \_\_\_\_\_ [1]

## **EXPENSES: (to be reimbursed-please include Request for Reimbursement form)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Junior Servers: \_\_\_\_\_ juniors X \_\_\_\_\_ hours X \$7.00 = \$ \_\_\_\_\_  
TOTAL EXPENSES TO BE REIMBURSED \$ \_\_\_\_\_ [2]

## **PAID FOR BY SPYC PRIOR TO DAY OF EVENT (music expenses not included)**

Name \_\_\_\_\_ \$ \_\_\_\_\_  
Name \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL EXPENSES PAID BY SPYC \$ \_\_\_\_\_ [3]

## **FUNDS TRANSMITTAL SUMMARY**

Total checks plus cash transmitted (from [1] above) \$ \_\_\_\_\_  
Total expenses to be reimbursed (from [2] above) \$( \_\_\_\_\_ )  
Total expenses paid by SPYC (from [3] above) \$( \_\_\_\_\_ )  
TOTAL EVENT INCOME/(LOSS): \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return this form and the Request for Reimbursement form, along with TOTAL income (checks and cash), final list of people who attended the event, and expense receipts to Marie Liddicoat, Co-Chairperson of the Entertainment Committee within seven (7) days of your event. Thank you!

# 2021 SPYC Request for Reimbursement

Request for:

\_\_\_\_\_ Vendor Payment

\_\_\_\_\_ Member Reimbursement

Date: \_\_\_\_\_

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Vendor/Member: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount \$ \_\_\_\_\_

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Vendor/Member: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount \$ \_\_\_\_\_

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Vendor/Member: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount \$ \_\_\_\_\_

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Vendor/Member: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount \$ \_\_\_\_\_

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**Please attach invoices/receipts.**

Event chairperson's name: \_\_\_\_\_

Event chairperson's signature: \_\_\_\_\_

Responsible Commodore: \_\_\_\_\_

Budget Category: \_\_\_\_\_