

# CONTRACT FOR SUBVETS CLUBHOUSE SERVICES

Our clubhouse is available for members (in good standing) to use for special events.

We have two rooms: Topside (Conning Tower) can accommodate up to 120 people and the lower Dining Room (Pump Room) can seat up to 64 people.

Members sponsoring an event **must remain on the site during the entire event**. This includes set-up and clean-up. If you must leave, ensure that another member is present and the willing to take the responsibility for the event.

**We require an \$80.00 cleaning deposit at the time the contract is turned in for all room rentals.**

**If the clean-up requirements are met, the deposit will be returned to the sponsor at the end of the event.**

## **Clean-up includes:**

Disposing of any food, taking out all trash, moving tables and chairs back to their original positions, wiping down tables, sweeping or vacuuming (as needed) and removing all decorations. If all of these requirements are not met, your \$80.00 cleaning deposit will be forfeited.

We have a three (3) business day cancellation policy. Your deposit will be returned if you cancel prior to the three (3) business days before your event.

No outside beverages may be brought into the building. If you have special beverage needs, please advise the club manager at least one (1) week in advance.

You may bring in food from outside sources. USSVI Groton Base IS NOT RESPONSIBLE FOR ANY FOOD BROUGHT IN FROM OUTSIDE SOURCES. If you are in need of a caterer, please ask the club managers for a list of local caterers.

All minors must be out of the clubhouse by 9:00 P.M. Minors must be escorted to the restrooms by an adult. Sponsors are responsible for the conduct of all guests.

**NO HELIUM BALLOONS OR CANDLES ARE PERMITTED.**

MEMBER NAME: \_\_\_\_\_ EVENT DATE/TIME: \_\_\_\_\_

MEMBER CONTACT #: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

**SERVICES REQUIRED:**

- TOPSIDE RENTAL (\$100.00)
- PUMP ROOM (\$40.00)
- TOPSIDE BARTENDER (REQUIRED) (\$12 x \_\_\_\_ HOURS)
- KITCHEN USE (\$50.00)

**CHILI:**

- GUNBOAT (\$80.00); LOADED (C/O/J) ADD \$25.00
- ½ GUNBOAT (\$40.00); LOADED (C/O/J) ADD \$15.00
- BUCKET (\$20.00); LOADED (C/O/J) ADD \$10.00

(WHERE LOADED: C = Cheese, O = Onions, and J = Jalapeño)

CLEANING DEPOSIT (REQUIRED) \$80.00 CK

CH DATE RECEIVED \_\_\_\_\_ BY INITIAL: \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_