

SEMI-PRIVATE MEMBER EVENT POLICY

Semi-Private Member Event use of the NYCLB facility is available to NYCLB Members only. There is a limit of 25 guests per hosting member and only 2 host members are allowed per event, with a maximum of 50 guests, including NYCLB member guests. (Exceptions to the maximum number of guests may be granted by the NYCLB Board of Directors.)

Contact the current year's Vice Commodore to reserve an event date for 10 or more guests. Fill out ***Facility Reservation Request—Semi-Private Member Event*** form, available on the NYCLB website and at the Clubhouse. Submit the form to the Vice Commodore for review and approval. The Club facility shall not be available if the event date conflicts with the Club Calendar.

Host Members are responsible to review and uphold the applicable NYCLB House Policies and this Event Policy. The Club is not responsible for personal injury, loss, or damage to personal property. Any member or guest who willfully or negligently defaces or destroys property or equipment shall be held liable.

Host Member(s) must be present during the event and are held responsible for all activities and actions of their guests for the duration of the event. The Hosting Member(s) is deemed the "Officer of the Day" or "OD" as is required. Hosts and Guests must abide by all club rules and must maintain appropriate conduct with NYCLB standards.

The Clubhouse is reserved for the use of Club Members. Guests are not permitted in the Clubhouse.

Unless specifically invited to do so by the Hosting Member(s), Club Members will NOT invade the hosted event, participate in event activities, partake in host members provided food and supplies. During a Semi-Private Event, uninvited Club Members should restrict themselves to the Clubhouse.

In advance of the event, the Host Members must contact the Port Captain to become familiar with the audio system, lights, heaters, fans and blinds, trash and recycle cans, locate the dumpster, etc., and to discuss special needs such as access to tables and chairs, table cloths and barbecue grill if needed,

Setup for the event may take place 1-2 hours prior to the arrival of guests. It is the Host Members' responsibility to inspect the facility and document any pre-event damage or non-working items. (Taking photos/videos on your phone is highly recommended.) Host Member(s) must post a copy of the approved Reservation Request. Host Member(s) may decorate as desired, but do not use nails, screws or strong adhesives that will leave marks. Please do NOT use confetti or other tiny fragments. Set up needed tables and chairs for guests

and for food service. Please keep coolers outside the Clubhouse, but within the fence. Use of Club refrigerators is not allowed. Set up trash and recycle bins (we recommend at least 1 per 10 guests) with extra bags at each bin. Set up a Name Tag station—as all guests are required to wear a name tag.

Post “No Alcohol Beyond this Point” sign at gate. Alcoholic beverages are NOT ALLOWED outside the bounds of the NYCLB facility. This is a legal requirement.

During the event Host Member(s) will provide all food and beverages for guests, along with serving items, trash bags, paper goods and other consumable items. Host Member(s) is responsible to monitor the service line and replenish consumable items and clean as needed. Club entrances must not be blocked. Hosts and guests must abide by all Club rules and must maintain appropriate conduct with NYCLB standards. Children under 18 must be supervised at all times. No pets are permitted during the event.

Contact the Port Captain should questions arise during your event. Call 911 to initiate immediate emergency response.

Public Restroom facilities are located at the head of the driveway leading to the NYCLB location. Trash cans must be emptied through the event. Dumpsters and recycle bins are located in the parking lot just under the flagpole. Host Member(s) is responsible to monitor the trash receptacles and empty them as needed.

Clean up and departure must be concluded by the Alamitos Bay Marina Quiet Time of 10 p.m. at the latest. All tables, chairs, barbecue grill and other equipment need to be cleaned and returned to storage. All decorations removed. Floors clean and all trash removed to the dumpster and recycle bins. Absolutely no food can be left behind. Turn off all lights, heaters, or other equipment. Close the blinds, lock all doors and windows, close the gate.

Note any issues (photographs are recommended). Complete the ***Member Event Setup and Cleanup Departure Checklist***. It must be signed by a Host Member and returned to Vice Commodore within 48 hours of the event.

(Approved by NYCLB Board of Directors 10/13/25)