

CFBKYC CLUBHOUSE RENTAL POLICY

Sponsorship - anyone wishing to rent the CFBKYC clubhouse for a function must have a member of the CFBKYC accept the responsibilities as sponsor for the requested function. CFB Kingston's alcohol policy will be followed for all approved functions.

- **Approval - all functions must have the approval of the V/CMDRE/executive. CFBKYC functions have priority.**

**Cost guidelines: 1-50 people (no BBQ's) = \$25.00
1-50 people (use BBQ's) = \$50.00
50-100 people (no BBQ's) = \$50.00
50-100 people (use BBQ's) = \$100.00**

- **Note - The clubhouse rental policy will affect CFBKYC members who have section parties, large family gatherings, organizations (non profit/volunteer), etc. Approval will be needed prior to proceeding with functions.**

SPONSOR'S RESPONSIBILITIES

- **CO-ORDINATE BETWEEN CFBKYC EXECUTIVE and FUNCTION**
- **OPEN/CLOSE FACILITY - ENSURE POP AND CHIPS PAID FOR**
- **ENSURE CLUBHOUSE IS LEFT CLEAN AND IN ORDER**
- **COLLECT MONEY FOR FUNCTION AND RETURN TO TREASURER WITH THIS APPROVAL FORM**

FUNCTION CONTACT NAME: _____

DATE: _____ **CONTACT PHONE NUMBER:** _____

SPONSOR NAME: _____ **PHONE NUMBER:** _____

APPROVAL (CFBKYC VCMDRE/EXECUTIVE): _____