

Client Worksheets &
Frequently Asked Questions



GULF HARBORS

YACHT CLUB



Member
 Non-Member

GENERAL INFORMATION

Name _____

Event _____

Number of Adult Guests _____

Number of Minor Guests _____

Event Date _____

Event Time – Beginning _____ Ending _____

Access to Facility for Set-up, Decorating, Deliveries, etc.

Dates/Times _____

Outside Services Being Contracted (Entertainment / Flower or Cake Deliveries, etc.)

Names / Services Provided _____

Other Notes _____

GHYC Event Coordinator _____



CLIENT WORKSHEET #1

CLUB RENTAL - \$1200/**\$500** includes facility, its grounds, one chef, one server, one bartender, dishwasher, cleaning fee and linen. _____

Setup Fee - **\$100** (For Member's parties when Club is open) _____

_____ additional servers @ \$75.00/**\$40.00**

Buffet - one per 50 guests / Plated Party - one per 25 guests _____

Additional bartender @ \$100/**\$70** - Required for more than 65 guests. _____

Assistant Chef @ \$75/**\$52.50** - Required for carving station. _____

Sub Total Club Rental _____

BAR CHARGES

Standard Party Bar (draft beer, lesser priced well wine and liquor)

- \$5.00/**\$4.00** per guest, per hour with a 3 hour minimum

_____ # of guests X \$_____. _____

Premium Party Bar (bottle, can or draft beer, higher priced call wine and liquor- \$8.00/**\$6.00** per guest, per hour with a 3 hour minimum

_____ # of guests X \$_____. _____

Champagne Toast - \$1.00 per glass _____

Sub Total - Bar Charges _____

TOTAL WORKSHEET #1

\$ _____

Red / Member's Pricing



CLIENT WORKSHEET #2

Hors d'oeuvres

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Sub-Total Hors d'oeuvres _____

TOTAL – WORKSHEET #2 \$



CLIENT WORKSHEET #3A

Plated Meal

Main Courses (Up to two Choices)

_____	\$ _____
_____	_____
_____	_____

Vegetables / Starches / Sides (Per entrée)

_____	_____
_____	_____
_____	_____

Desserts (Up to two)

_____	_____
_____	_____

TOTAL – WORKSHEET #3A \$



CLIENT WORKSHEET #3B

Buffet Meal

Main Courses

_____	\$ _____
_____	_____
_____	_____

Vegetables & Starches

_____	_____
_____	_____
_____	_____

Desserts

_____	_____
_____	_____
_____	_____

TOTAL – WORKSHEET #3B

\$
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CLIENT WORKSHEET #4

Worksheet # 1 – Club Rental	\$ _____
Worksheet # 1 – Bar	_____
15% Gratuity on Bar	_____
7% Sales Tax on Bar	_____
Worksheet #2 – Hors d’oeuvres	_____
Worksheet #3 A or B – Meal	_____
Sub-Total – Food (Hors d’oeuvres / Meal) _____	
18% Gratuity on Food	_____
7% Sales Tax on Food	_____
GRAND TOTAL	\$



Frequently Asked Questions

1. “How long in advance should I lock in a date?”

A. Some guests have booked a date as far as a year in advance. Because our Club has such awesome views, is a popular location, and has limited availability due to member events, we recommend you book as soon as possible.

2. “If there are circumstances that force me to cancel my booked date, do I lose my deposit?”

A. Unlike other venues that want a large deposit, we only require a \$250.00 deposit to hold the date until 30 days prior to your event (at which time 25% is due). We will return \$150.00 (keeping only a \$100 admin fee) if you cancel at least 30 days prior to your event. You would forfeit the entire \$250.00 if: a) you do not provide us a minimum of 30 days notice of cancellation; or b) we have another opportunity to rent the Club for the same date you have reserved and we lose that rental due to holding the date for you. In addition, if items, such as food, or liquor are purchased especially for your occasion, you will be charged for those items.

3. “Will my rental be confined to a specific area of the Club?”

A. Your rental fee entitles you to the entire Club, except for the office and store room. The kitchen and behind the bar are considered off limits because of insurance regulations. Guests are welcome to use our floating docks and the outside areas of the Club for viewing, pictures, etc. Our finger docks are rented to private parties and are a non-access area.

4. “Can I enter the Club the day before my booked event for the set up of the party?”

A. If there is another event in progress the night before, the answer is no. If we are open to our members for dinner the night before, we would request that you enter after dinner is over (which is usually 8 P.M.). Arrangements can also be made for the next morning. In any case, entry is not permitted without one of our board members present.

5. “Can a member use the Club during my scheduled event?”

A. No, when we book the Club for a private party our members are notified well in advance that the Club will be closed to members.

6. “Is there a fee for getting married on the grounds of the Yacht Club?”

A. Again, your rental of the Yacht Club covers inside and outside facilities. Our Club features an amazing scenic location, especially the beautiful backgrounds for your pictures. We can also have someone from our Club perform the ceremony for you. Many couples have exchanged vows on our lawn with the beautiful gulf background, and for no additional charge, we throw in the best sunsets on the west coast.

7. “After checking other venues, I have found your prices to be the best, why?”

A. First, our Club is private, we have 240 members. The Gulf Harbors Yacht Club has the lowest membership fees with no minimums. You don’t have to own a boat to belong. Our chef and bartender have been with us for 8 and 15 years respectively. Our food is outstanding, and our lounge costs are very low. We like it that way! Other establishments are in the rental business, we are not. We use the fees acquired from rentals to keep the costs to our members down. We usually rent our Club to non-members 7 or 8 times a year. Prior to last year, all of our rentals came from referrals.

8. “Why have I just recently heard of the Gulf Harbors Yacht Club as a possible place to hold my reception?”

A. Welcome to the most closely guarded secret in Pasco County. It has only been this past year that we have had an Internet presence. We have a great little “niche market” in the banquet business. Although our Club can hold as many as 275 guests, we prefer parties of 125 or fewer. We can do an excellent job for parties of that size. When the guest list rises higher, we need to hire more staff, the service gets strained. Also the costs to you the client go up. We don’t charge the clients for a minimum number of guests, if you want your party to consist of just 10 people, we don’t mind.

9. “The location is beautiful, can we just get married here and have our reception elsewhere?”

A. You would need to talk to the banquets manager in person to negotiate this possibility.

10. “How many hours does my rental cover?”

A. While other venues usually rent for a period of 3 hours, we can be very flexible to help you plan your perfect event. Just tell us what you need in terms of setup time and time to enjoy your entertainment and we will do everything possible to meet your every desire. PLEASE COORDINATE WITH US BEFORE YOU BOOK YOUR MUSIC.