

Henlopen Acres Beach Club Private Party Rules & Regulations

(Revised for the 2018 Season)

Dates Available

The club is available for Members to host a private party from **May 15 to September 30**. No tented events may occur from **July 1 to Labor Day** so as not to interfere with members' use of the Club. Reserved dates for Club and private parties are posted on the calendar in the Events section on the Club's web site at: www.henlopenacresbeachclub.com.

Making a Reservation

To make a reservation for a private event, contact the Events & Reservations Chair, Tom Donnelly, by email at tdonnelly1947@gmail.com or by telephone at (703) 501-0750. The Member fills out a Reservation request form and upon confirmation that the date is available, pays the applicable refundable deposit, rental fee, and manager fee. For events over 50 guests, the Manager must be present for a fee of \$150 fee, and the Member must obtain an insurance liability rider in the amount of \$1,000,000 coverage, with HABC named as the indemnified.

Rules

Your Club is a private, not-for-profit corporation. To protect its status, the Board of Directors asks for your cooperation in adhering to the following rules for private social affairs:

1. Club house use is for Members and their guests only. Only Members may reserve the club house for personal use.
2. A member may not reserve the club house for use by an outside co-host, individual or group. A member engaging the club house may do so only for personal use and must attend the affair with personal financial responsibility. Members who are members of other groups are not permitted to use the club house for affairs of such other groups. If there are any questions concerning this restriction, please contact the Events & Reservations Chair.
3. No fee, collection, or other reimbursement shall be charged or paid by a guest to a private event.
4. Private parties will take place after regular hours of operation beginning at 6:00 pm. Events will conclude by 11:00 pm, with the bar closing and music ceasing by 10:30 pm, and guests leaving the premises no later than 11:00 pm.
5. Parties for teenagers must have adult supervision at all times.
6. Use of alcoholic beverages is subject to all local and State of Delaware rules and regulations. Alcoholic beverages may not be served to anyone under 21 years of age. The Member-host is responsible for ensuring compliance with all rules and regulations governing service and consumption of alcohol.
7. If bars are set up on the deck for the event, members should use plastic cups to prevent accidental injury from glass breakage.
8. Club supplies are not available for private parties. The Member will supply all eating and drinking supplies, table cloths, and any decorations.
9. The Member-host must reimburse the Club for any damage to the club house, furniture, fixtures, or equipment by anyone in attendance. The deposit may be withheld or reduced upon any damage.
10. The Member-host must attend and remain at the party for the duration of the event.

11. Excessively loud music will disturb the neighbors and is not permitted.
12. Furniture arrangements and equipment arrangements are the responsibility of the Member-host. Please contact the Manager at least two weeks in advance of the party to notify him of your plans regarding entertainment, decorations and special equipment.
13. Members may use the Club's interior and deck furniture or may rent other furniture. If other furniture is being rented, please advise the Manager. The furniture rental company will be responsible for moving the Club's furniture for the private party and putting it back in place after the event concludes.
14. The Club has the following furniture that is available for Member's use during a private party:
 - Round 41" tables (10)
 - Square 42" tables (2)
 - Square-backed chairs (48)
15. The Club also has the following furniture that can be used:
 - Rectangular 8' tables (10)
 - Rectangular 6' table (1)
 - Folding Chairs (180)
16. The club house will be open to members during normal hours (10 am to 5 pm); however, full access to facilities may be limited prior to closing.
 - PARTY SET-UP: Same day only after 2:00 p.m.
 - TENT SET-UP: Arrange with Manager.
17. The Member-host is responsible to see that the caterers leave the kitchen clean and in order and abide by the rules of the kitchen. In addition, the entire facility, building and grounds must be returned to its original condition in terms of cleanliness and furniture arrangement no later than 11:30 pm the night of the party. If desired, the Member may pay for the club's cleaning service to clean the club house for a charge of \$125 which can be deducted from the deposit. If a tent has been erected for the event, it should be removed early the following morning before the Club opens at 10:00 a.m.
18. If the Member-host violates any of the rules governing use of the club house for private parties, the Member will receive a warning. A subsequent violation will lead to suspension of the Member's eligibility to host future functions for at least one year.
19. **CHARGES:** The rental fee and refundable damage deposit, payable to HABC, must accompany the Reservation Application. For events of over 50 guests, a Manager fee of \$150 is also required, along with an insurance rider naming HABC as the indemnified in an amount not less than \$1,000,000. Additional staff gratuities are at your discretion.

Private Party Fee Schedule

<u>Guests</u>	<u>Rental Fee</u>	<u>Mgr Fee</u>	<u>Deposit</u>
1 - 50*	\$200	NA	\$200
51 - 80	\$800	\$150	\$500
81 - 150	\$1,500	\$150	\$1,000

* For events of 50 guests or less, no staff will be present. The Member is responsible for set-up and clean-up and must return the club house to its original condition.