THE VILLAGE CLUB OF SANDS POINT

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Thayer Lane, Sands Point, New York 11050
Phone 516-944-7400 Fax 516-944-7410

Deposit Received: _____
Event ID: _____
(Office Use Only)

FACILITIES USE APPLICATION

SPONSORING MEMBER'S NAME _____ **MEMBER #** _____

NON-MEMBER'S OR ORGANIZATION'S NAME _____

Non-Members or Organizations must be sponsored by a VCSP member who must sign to terms below before form is presented for GM's approval. Please provide your contact information below:

ADDRESS _____ **DATE REQUESTED** _____

PHONE _____ **DAY OF WEEK** _____

E-MAIL _____ **TIME OF DAY** _____

ALTERNATE PHONE _____ **Estimated # Attendees** _____

ROOM(S) REQUESTED

Room rental fees below apply to non-members only.

_____**MUSIC ROOM $1,000**
(Seats approx. 70, Includes Courtyard)

_____**OAK ROOM $500**
(Seats approx. 45)

_____**GARDEN ROOM $500**
(Seats approx. 35, includes Outdoor Terrace Area)

_____**CONFERENCE ROOM $150**
(Boardroom Table for 12)

_____**SUN ROOM $500**
(Seats approx. 30)

_____**TENNIS CLUBHOUSE $500**
(Includes Tent & Lawn Area, Max.75)

_____**BEACH/PICNIC AREA $250**
(For Less than 50 in Attendance)

_____**BALLFIELDS $250**

_____**FIRST FLOOR $2,000**
(Seats approx. 180, Includes all Mansion rooms)

Please specify type of event: _____ **Notes**: _____

Are you hosting this Event for a Tax Exempt Organization? _____, if yes please provide organization's name above.

If you answered yes to the question above your tax exempt form and number must be supplied with this application.

TERMS & CONDITIONS: Private parties are classified as 12 or more people and not permitted on Mansion premises unless this application is completed and approval is obtained from the General Manager by a member who assumes full responsibility for the conduct of guests in accordance with Village Club guidelines as stated in the "Rules and Regulations." The member sponsor is responsible for the installation and removal of all party decorations, for any damage caused therein, for assuring the facility is vacated in the manner in which it was obtained and that all fees are paid in full. Outside catering is not permitted on Club premises. ***Please note banquet charges do not apply towards your dining minimum***

I have read and I agree to abide by the terms and conditions above for private use of the facility.

Member's Signature_____ **Date**_____

Party Host's Signature _____ **Date** _____ **Approved** _____

ED RONAN, GM

Upon approval by the General Manager, a letter of confirmation requesting payment of deposit will be sent to the address provided above and the event date specified will be held for 2 weeks. If deposit is not paid within 2 weeks, the reserved date is relinquished.

FULL PAYMENT IS DUE 48 HOURS PRIOR TO EVENT FOR ALL CHARGES.