



**Totem Yacht Club Rental Info & Policies: Full Day**  
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### Definitions

- “Renter” is the person or organization that signs the rental agreement.
- “Totem”, “Totem YC” and “Clubhouse” all refer to Totem Yacht Club’s property at 5045 North Highland, Tacoma, WA 98407 including the parking lot.
- “Closing Time” is 1:00 AM for full day rentals.

**Rental Rates as of 6.18.2019:** Get keys the morning of the event; Closing Time is 1 AM. \$350 security deposit is refundable if all Clubhouse Policies and Cleaning Requirements are satisfied.

- Monday – Thursday: \$300 rental fee
- Non-Summer Friday, Saturday, Sunday & Holidays: \$600 rental fee
- Summer Friday, Saturday, Sunday & Holidays (Memorial Weekend - Labor Day): \$700 rental fee

### Included with each Rental

- The meeting/event area is approximately 1800 sq. feet (29' 4" wide by 60' 2" long)
- Carpeted stage, 8' x 18' (3 sections, each 8' deep and 6' wide) appropriate for a DJ or small band
- 10 round tables, 60 inches in diameter (each easily seats 8, but can seat 10)
- 3 rectangular tables, 30-inches wide x 8-foot-long
- 5 rectangular tables, 30-inches wide x 6-foot-long
- 2 round tables, 48-inches in diameter
- 120+ padded chairs
- A large kitchen with 2 electric range/ovens, a microwave, refrigerator, dishwasher, ice maker, and miscellaneous serving utensils
- Free parking
- Wi-Fi that is secured/password required, however bandwidth may be limited

### Food and Alcohol

- Renter may select the caterer of their choice or bring in their own food. Renters are solely responsible for verifying the caterer’s food handling, catering, restaurant or other applicable permit. Totem is not responsible or liable for any food or beverages brought into the Clubhouse by Renter.
- Renter may supply their own alcohol subject to Washington State law and the Washington State Liquor & Cannabis Board. Renters are responsible for obtaining all required permits. Information can be found at <https://lcb.wa.gov/licensing/special-licenses-and-permits>.

## Clubhouse Policies

- Maximum capacity of the Clubhouse is 120 people.
- No smoking or vaping is allowed in the Clubhouse. Totem YC requires compliance with Washington State law that prohibits smoking and vaping within 25-feet of entrances, exits and open windows.
- Renter will provide a certificate of liability insurance to Totem YC before receiving keys to the Clubhouse. Renter's insurance agent is the best source for this.
- Renter agrees to pay for any damage to the Clubhouse that occurs during the rental. If Renter fails to properly lock and secure the doors and there is subsequent damage to the Clubhouse, the Renter will be responsible for such damage.
- All activities at the Clubhouse must end, guests must leave, and cleaning must be done by Closing Time.
- No glitter or confetti is permitted in the Clubhouse. The full security deposit will be forfeit if there is evidence of glitter or confetti.
- The bar sink is to be used only for ice.
- Renter will not remove or relocate any Totem YC property on the walls or otherwise.
- Totem YC recommends using blue painters' tape or "command" hooks to hang decorations.
- Renter agrees to regulate the volume of noise so as not to disturb Clubhouse neighbors and community.
- Renter is responsible for any disturbances caused by guests, including their arrival and departure.
- Renter agrees to confine activities and guests to the Clubhouse property.

**Clubhouse Cleaning Requirements:** Depending on the size of the party and number of people helping with clean up, plan on 1 – 2 hours. Decorations that shed or sluff or heavy use of the kitchen may increase the cleaning time.

- Cleaning supplies and trash bags are under the kitchen sink. The vacuum, mop and brooms are in the closet across from the bathrooms.
- Wipe down all tables. Clean chairs as needed. Stack chairs near tables, about 8 per stack. Do not put them against the wall as they can scratch the walls, requiring repairs by Totem YC.
- Sweep and mop all floors, including the bathrooms.
- Vacuum all carpeted areas: main entrance, stage and kitchen entrance.
- Clean the kitchen, including the countertops, stove, oven, microwave, coffee pots, and sinks.
- Clean the bathrooms and empty the trash cans. Supplies are under the bathroom sinks.
- Empty all garbage cans and secure small white trash bags in large black trash bags. Tie large black trash bags so they do not leak. It is preferred that Renter uses more black trash bags that are partially full versus overpacking them. When very full, they tend to tear. Place black trash bags in outside green bin. When the green bin is full, use the overflow bins in the blue storage box by the kitchen door. Replace white trash bags in each inside garbage can.

- Because of Ruston's uncommon recycling requirements, Totem YC does not offer recycling. Renter is encouraged to take cardboard, glass and cans home to recycle as they are able to.
- Close and lock all windows. Close all blinds.
- Turn off all lights: 1) The switch for the main entry way is by the door; 2) for the bathrooms it is outside in the hallway; 3) lights for the main room are near the totem; 4) lights for the kitchen are to the right of the sink, near the small coffee pot; and 5) switches for other lights are by the kitchen exit.
- Close and lock all doors: 1) porch/parking lot; 2) double front doors (pull hard from the inside); and 3) the kitchen door.
- Drop the Clubhouse key in the mail slot, to the left of the double front doors.

### **Rental Policies**

- The security deposit is required to reserve the date.
- The balance of the rental fee is due at least 30 days prior to the event date.
- Totem YC accepts checks, money orders and cash. Any check refused by Renter's bank is subject to a \$50 service charge.
- If seven days before any rental, the day prior to the rental is available, Renter can secure the day before the event for \$100. Payment is due upon receipt of the keys to the Clubhouse.
- If Renter cancels 31 or more days prior to the event date, the security deposit is forfeited but any rental fees will be refunded. For cancellations 30 days or less before the event, the rental fee is forfeited but the security deposit will be refunded. Renter will notify Totem YC by calling the published phone number.
- Totem YC will meet with Renter the day of the event to provide keys. Totem YC will contact Renter approximately 1 week in advance to schedule. When Renter receives key, they acknowledge that there is no damage to the Clubhouse or will raise concerns with Rental Manager.
- The deposit is fully refundable if the Renter adheres to all Clubhouse Policies and Cleaning Requirements and there is no damage. The deposit will be refunded by check within 2 weeks of the event. If the clubhouse is not properly cleaned the entire deposit will be forfeit. Totem YC will document with photos, shared with the Renter.
- The Totem YC Board may waive rental fees or deposits for civic or boating organizations if deemed mutually beneficial.