



BRICKYARD COVE MARINA

1120 Brickyard Cove Road, Pt. Richmond, CA 94801
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EVENT REQUEST FORM

Brickyard Cove Marina provides a location for events upon approval from the Marina Office and the property owners. Locations are contingent on space availability and pricing will be negotiated depending on location, rentals, setup and cleanup time. Event Insurance is required for all events, including Brickyard Cove Marina named as "Additional Insured." All events must end at 10pm and any events during non-business hours are subject to additional cost.

Available with Space Rental;

- 17 Tables (6' x 3')
- 74 Folding Chairs
- Schooner Building, Ste. 202, Includes an additional 3 tables

Please contact the Marina Office for availability or for a private showing, 510-236-1933.

HOST

Company / Organization Name:

Contact Name: **Email:**

Address:

City: **State:** **Zip:**

Phone: **Cell:**

EVENT DETAILS

Event Name: **# of Guests:**

Event Type: **Event Host:**

Food: Yes No **Alcohol:** Yes No **Music:** Yes No

Additional Food/Drink/Music Details:

Event Date: **Flexibility?:**

Event Start Time: **Event End Time:**

Setup Date: **Setup Time:**

Cleanup Date: **Cleanup Time:**

Additional Notes or Comments:

Where did you hear about us?:

Referred by:

SECTION BELOW TO BE COMPLETED BY MARINA OFFICE

Event Location:

Approved Terms:

Onsite Staff member to unlock/lock space and contact for assistance;

Employee Name:

Phone #

Room Rental Cost

Setup/Cleanup Cost:

Security Deposit:

Additional Costs:

TOTAL COST:

Setup and cleanup covers; rental, table and chair delivery, garbage disposal and vacuuming. These costs do not include excess mess or damage, additional fees may be applied.

By Signing below you are agreeing to the listed terms and costs. All payments must be received 7 days before the event.

Cancellation policy is 7 days prior to the event.

Host Name:

Host Signature:

Date:

BYC Employee Name

BYC Employee Signature:

Date: