



BRICKYARD COVE MARINA

1160 Brickyard Cove Road, Suite 110 Pt. Richmond, CA 94801
Phone: 510-236-1933 Fax: 510-236-0153
Website: www.bycmarina.com Email: byc@bycmarina.com

Event Application

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 determined depending on location, rentals, setup and cleanup time which is outlined in the Event Cost Breakdown Sheet. Table and chair rental options are listed on the Event Cost Breakdown Sheet. Signed Event Rental Agreement & payment are due in full 7 days before the event or any preparation days. Payments are none refundable within 7 days of the event. Event Insurance is required for all events, including Brickyard Cove Marina named as "Additional Insured." All events must end at 10pm including any clean up and any events during non-business hours are subject to additional cost. Event security may be required at the request of BYC Management.

HOST

Company / Organization Name: _____

Contact Name: _____ Phone: _____

Email: _____ Cell: _____

Address: _____

City: _____ State: _____ Zip: _____

Event Details

Event Name: _____ # of Guests (including any staffing): _____

Event Type: Public Private Food: Yes No

Event Host: Company Event Planner Individual Alcohol: Yes No

Drink/Food/Music Details: _____ Music: Yes No

of Tables Needed: _____ # of Chairs Needed: _____

Event Date(s): _____ Start Time: _____ End Time: _____

Flexibility?: No, I need this date Yes, I have a backup date Alternative Date: _____

	Date	Time
Setup by Host:		
Cleanup by Host:		

*Setup/Cleanup on a different day than the event is an additional rental day.

If multi day event- do you want nightly cleanup by BYC? Yes No If YES, please describe: _____

Additional Notes or Comments

Where did you hear about us?: _____ Referred by: _____

*This is the application for an event. You are not guaranteed approval or have a reserved date until the "Event Rental Agreement" form is signed by yourself and a Brickyard Cove Marina Manager.

Host Name: _____	Date: _____
Host Signature: _____	