



# *Port Royal Yacht Club*



*Club Member Orientation  
June 2015*

# *Member Orientation Outline*

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- Member Benefits
- Member Responsibilities
- Hours of Operation
- Bar Operation
- Drink Guidelines
- Paying Bar Tabs
- Kitchen Usage
- Bringing Guests to the Club
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- Watching TV
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- Closing the Club
- Participation in Club Events
- Officer of the Day
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# *Member Benefits*

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- Unlimited use of club facilities
- Full honor bar with low suggested donation amounts
- Port Royal hosts many events with provided food and entertainment
- As a PRYC member you enjoy reciprocals with other yacht clubs
- Access to PRYC private Facebook page
- After 6 month probation period and after vote by the board you receive a burgee, membership card and the full benefits of membership

# *Member Responsibilities*

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- This is a volunteer club and your help is required in daily operation and events
  - Participation helps everyone enjoy the events equally
- Host Officer of the Day or be a dinghy crawl host boat
- Proper conduct and attire (shirts and shoes) is required at all times
- Club badge should be worn whenever you are in our club, at our events or at another yacht club
- Make donations for drinks and don't over pour drinks at honor bar
- Don't take ice to fill up ice chests prior to event or weekend
- Keep the club looking good
- Clean up after yourself and your guests
- Put burgee outside the door to show others that the club is open
- If you're the last to leave turn off all lights, bring in the burgee and make sure the door latches behind you
- Dogs/pets are not allowed in the club or on the deck

# *Hours of Operation*

- 24/7 - Always available to members with keycards.



# *Bar Operation*

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- Club members and associate members allowed behind the bar
- Personal alcohol is forbidden in the club
  - Exception: \$5 corkage fee per bottle of wine (paid to the fish tip jar)
- Each drink needs to be paid for when it's made or tallied on the tab sheet
- Push button on cash register for type of drink selected when paying cash
- Running a tab
  - Enter name and member number on tab sheet, place a tick mark in the column for each drink
  - Bar tab notices will be sent out at the beginning of the month
  - Try to pay your bill prior to the end of each month and prior to notices being sent
- Restock the coolers when low
- Make drinks per defined guidelines on next page
- Take out trash when full
- Wash your glasses and put them away
- Leave the area clean
- Video cameras monitor the bar area

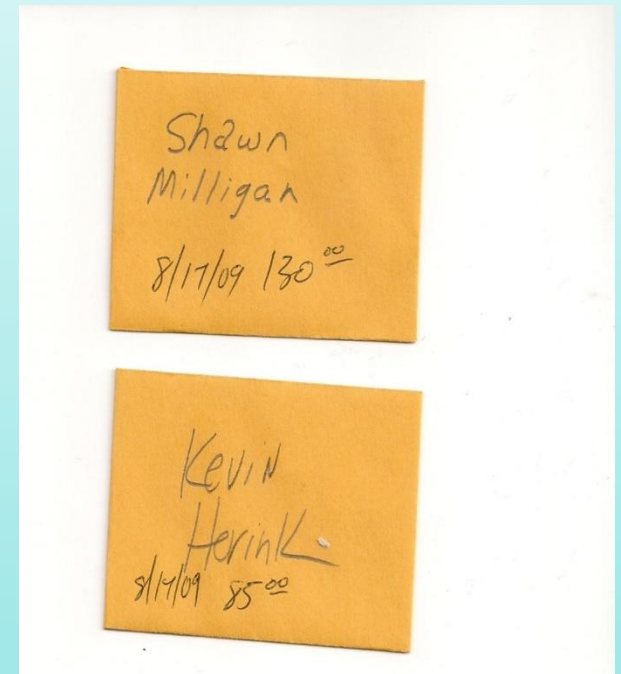
# *Drink Guidelines*

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- Honor bar and no free drinks or over pouring of alcohol
- Suggested donation is programmed into the cash register
- Need to pay each time you get a drink either on your tab or in cash
- Top shelf bottles are premium drinks
- During events - prices are set higher and no tabs allowed
- 1.5 oz. of alcohol is a drink pour - - more than 2 oz. is a double

# *Paying Bar Tabs*

- Paying your bar tab
  - Tally up the total on the bar tab sheet
  - Insert payment into the envelope
  - Put name, date and amount on the envelope and seal
  - Cross off your tab, sign the sheet and date the payment
  - Drop the envelope in the cash register



*Sample payments*



# *Kitchen Usage*

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- Kitchen and appliances are available for everyone's use
- Food in the refrigerator is for all to enjoy unless specifically marked with an individual's name and date
- Be courteous to others and don't store personal items in the refrigerator or freezer; keep in mind this space is needed for event supplies
- All spices and condiments are for everybody's use
- Clean area after each use and wash all items used (cleanliness is important for pest control)
- Take your leftovers home or discard
- Throw out any questionable items noticed
- Real plates and silverware are available and should be used for small gatherings and frequent users. Make sure to wash after use
- Empty trash when full

# *Bringing Guests to the Club*

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- Guests are allowed as long as they are escorted by a member
- Members are responsible for their guest's behavior and attire (shirt and shoes required at all times)
- All guests are required to sign in and put a name tag on
- Inform guests: Only members are allowed behind the bar, can mix drinks, or work the cash register
- Educate guests about the benefits of being members in case they may want to join
- Parties greater than 15 need to be pre-scheduled and paid for

# *Operating the Sound System*

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- Operate the stereo by turning on the power button and selecting the tuner, CD or by plugging into your phone with the cord under the unit
- Note there is a light above the stereo that increases the visibility of the face of the stereo
- Speakers for the two sections are selected by pushing the first two buttons on the white box
- Be courteous to the others in the club and do not play the music too loud
- A wireless microphone is available if needed

# *Watching TV*

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- Use the remote control to turn the TVs on and off
- Be respectful of the volume when others are present
- Remember to turn off when not in use

# *Outdoor BBQ Area*

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- Patio area available to all marina tenants (note marina no longer allows tenants to reserve the patio)
- Two BBQs are available on the patio for all to use (one is PRYC and the other is Marina)
- Marina tenants have propane stored on the patio and should use it
- PRYC propane is stored under the kitchen sink, put it back after use
- Report to the club manager if we are on the last LP tank. We should always try to keep a full spare LP tank
- Always an option to fill the tank yourself and get reimbursed from the treasurer
- Please ensure you clean the BBQs after using them (club cleaning supplies can be used)

# *Closing the Club*

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- Cleaning the club is mandatory. The expectation is: The club is left cleaner than when you arrived
- Restock the beer cooler
- Remove all trash nightly and insert new trash bag
  - Note when taking out trash, leave bag in the can until outside the door to eliminate dripping on the carpet
- Clean bar area and glasses (ensure glasses are put away)
- Wipe down table tops, clean carpet (pick up trash, vacuum, and sweep if necessary)
- Turn off all lights except bar light
- Turn off radio
- Make sure the door locks when you are the last to leave the club

# *Participation in Club Events*

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- PRYC is a volunteer club and your help is required
  - Participation helps everyone enjoy the events
- Volunteers are needed for every event
  - Set Up
  - Food Preparation
  - Bartenders
  - Dishwashers
  - Clean up during and after the event
- Invite a friend or two to our beautiful location, not everyone gets a chance to be by the ocean
  - If you are bringing more than two guests let the event host know so we have enough food

# *Officer of the Day*

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- Required of all members (unless hosting a dinghy crawl)
- Held either Friday night (6 p.m. to 9 p.m.), Saturday or Sunday mornings (10 a.m. to 2 p.m.)
- Pick a day to host and you can partner with other members
- Duties of Officer of the Day:
  - Open up club
  - Put the burgee on display outside
  - Provide light refreshments for 30-40 people, more if you invite friends
  - Host has opportunity to invite friends!!!!
  - Clean up after event



# *Holding a Personal Event*

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- Contact the Club Manager to complete the rental application by sending an e-mail to [manager@pryc.club](mailto:manager@pryc.club).
- Describe the event and get the date/times secure
- Dates may not be available if other events are scheduled
- Rental Fee of the Club is charged for Groups of 15 or more
- Online applications are available at [www.pryc.us](http://www.pryc.us)
- Members are always allowed to use the club even if a personal event is being held (please be respectful to others)
- Must purchase alcohol from bar, no personal drinks can be brought into the club except wine with a \$5 corkage fee per bottle
- Bring your own supplies (flatware and paper goods)
- **Do not place tape or anything on the windows as it will damage the window film**

# *Maintenance*

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- Leave a note in the inbox for the club manager or rear commodore for any items needing maintenance (mail boxes are in the trophy case on the far left hand side)
- An e-mail can also be sent to [manager@pryc.club](mailto:manager@pryc.club) with suggestions or maintenance items
- If you have time and talent in a particular trade please let the board know
- Most of our projects are completed with sweat equity

# *Who to Contact*

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- House Committee for facility ideas send e-mail to [manager@pryc.club](mailto:manager@pryc.club)
- Club Manager for facility maintenance send e-mail to [manager@pryc.club](mailto:manager@pryc.club)
- Vice Commodore for complaints send e-mail to [manager@pryc.club](mailto:manager@pryc.club)
- Rear Commodore for memberships send e-mail to [manager@pryc.club](mailto:manager@pryc.club)
- Treasurer for reimbursements send e-mail to [herinkk@gmail.com](mailto:herinkk@gmail.com)