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| <b>Policy Statement</b>  | <b>Subject:</b><br><br><b>Approval of Social Events and Entertainment</b> |
| <b>Effective Date:</b> <b>January 20, 2000</b><br><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>                            |

All Club sponsored social events must be approved by the House Committee. If it is not possible to arrange a special House Committee meeting or to do a telephone poll, for practical reasons, events can be approved between Committee meetings by agreement between the General Manager, the VC House and the Commodore.

The House Committee must approve all entertainment at club sponsored social events.

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Beverage Pricing</b> |
| <b>Effective Date: May, 1993</b><br><b>Revised Date: November 18, 1999</b> | <b>File Under Section:</b><br><b>House</b> |

|                              |      |
|------------------------------|------|
| Bottled beer                 | -35% |
| Draft beer glass             | -35% |
| Draft beer Wednesday Special | -45% |
| Draft beer jug               | -40% |
| Liquor (rye, gin, etc.)      | -50% |

Liqueurs and liquors whose cost per portion exceeds \$1.10 would have a product cost based on the following table.

|                 |   |        |      |
|-----------------|---|--------|------|
| Under           | - | \$1.09 | -30% |
| \$1.10          | - | \$1.24 | -45% |
| \$1.25          | - | \$1.49 | -40% |
| \$1.50          | - | \$1.74 | -45% |
| \$1.75 and over |   |        | -50% |

Without the above product cost table the selling price of items like Grand Marnier, Remy Martin and Glenmorangie, etc. would be too expensive.

### Example

Grand Marnier                      30 ml portion cost \$1.42  
    30% cost sell at - \$4.73 - \$4.75  
    using the table  
    40% cost sell at - \$3.55 - \$3.75  
    We round up to the nearest 25 cents increment

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Bulletin Notice Boards</b> |
| <b>Effective Date:</b> <b>January 23, 1997</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>   |

The purpose of the Notice Boards at Port Credit Yacht Club is to provide the membership with information on Club and Boating events and other related issues. This information may include official Club business, racing information, cruising information, navigation updates, weather updates, upcoming events, crew opportunities and boats and equipment for sale. The Notice Boards are not to be used for business solicitation.

The following designates the uses appropriate for each of the four Club Notice Boards:

1. Glass case at the foot of the front stairway

To be used for official notices of the Club, including, but not limited to, events, membership and meetings. Notices will be posted by staff and will be the responsibility of the General Manager.

2. Notice Boards by south end of the lower hallway

To be used for Fleet events, including, but not limited to, notices of races, results, aid to navigation, regatta notices, crew lists and related information. Notices and monitoring of notices will be the responsibilities of the Vice Commodore Fleet. This board may also be used for specific Club events such as launch and haulout schedules, weather information, etc. at the discretion of Management.

3. Notice Board by the north end of the lower hallway

To be used for other boating related notices, such as boats and equipment for sale. Notices and monitoring will be the responsibility of the General Manager.

4. Notice Boards at entrance of Main Docks Q & R

To be used for House, including, but not limited to, notices of house events, hours of operation, food and beverage services and related information. Notices and monitoring of notices will be the responsibility of the General Manager.

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Closing Areas of the Club</b> |
| <b>Effective Date:</b> <b>January 18, 2001</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>      |

Requests for large functions that will either spill over into the Chartroom or result in closing the Chartroom will:

- require Board approval for each such function,
- be restricted to “off season” times,
- require that the membership always be accommodated somewhere else in the Club and,
- require notification of the membership at least a day in advance by use of signage at the front and Chartroom entrances to the Club.

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| <b>Policy Statement</b>                         |                            | <b>Subject:</b><br><b>Consumption of Alcohol</b> |
| <b>Effective Date:</b> <b>February 19, 1998</b> | <b>File Under Section:</b> |  |
| <b>Revised Date:</b> <b>January 21, 1999</b>    | <b>House</b>               |  |

**General Statement**

It is the policy of the Port Credit Yacht Club that the responsibility for the conduct of each member, his or her family and guests, in all matters including the consumption of alcoholic beverages on the Club premises, lies with the individual member; that responsibility is not and cannot be assumed by the Club.

Your Board of Directors has authorized the General Manager to instruct each of the Club's employees who serves alcoholic beverages to refuse to serve them to any person who appears to have consumed alcohol to a point of creating a potential inconvenience or danger to himself, herself or others.

Any member who feels that he or she or his or her guest has been offended by a refusal of alcohol by an employee of the Club is asked not to take issue with the employee but to place his or her grievance, in writing, before the Board of Directors through the office of the General Manager.

**Specific Practice**

- The bartender/servers will not serve anyone to the point of apparent intoxication.
- The bartender/servers will, to the best of their ability, determine if anyone is intoxicated or should not be served alcoholic beverages.
- All member who harasses the bartender/servers, or refused to cooperate with the bartender/servers by not voluntarily ceasing to consume alcoholic beverages, or by ordering alcoholic beverages on behalf of an intoxicated person who has been refused service, will face disciplinary notice by the Board of Directors.
- Employees of the Club and specifically bartender/servers have been instructed to directly involve the police, at their discretion, if required by the situation.
- Reasonable costs incurred by Club employees for legal advice concerning criminal proceedings arising out of involving the police will be borne by the Club.
- The Club is a licensed establishment which must adhere to the Rules and Regulations of the Liquor License Act of Ontario.

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| <b>Policy Statement</b>   | <b>Subject:</b><br><b>Darting - Guideline</b>  |
| <b>Effective Date:</b> <b>October 1, 1997</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b> |

This policy is to ensure that all members and guests are aware of the rules for their enjoyment.

- Minimum age 19 years
- No gambling
- Hours of play determined by the Management
- Darts may be obtained from Bar Supervisor
- A \$10.00 deposit is required for each set of darts. Deposit will be refunded upon return of darts to Bar Supervisor.

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Deferral of Minimum - Guideline</b> |
| <b>Effective Date:</b> <b>March 21, 1996</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>            |

A member who is out of the province and unable to use the Club facilities may defer their minimum spending requirement for up to three consecutive months in a calendar year under the following conditions:

1.      The form must be signed and returned before the first month of the deferral period begins.
2.      The member must spend their full annual minimum over the calendar year or the balance will be billed in December of that year.
3.      The member must be out of the province for the full month. If the member has charges at any time during the month the deferral will not apply.

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| <b>Policy Statement</b>   | <b>Subject:</b><br><b>Dining Room Rental - Guideline</b> |
| <b>Effective Date:</b> <b>October 1, 1996</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>           |

The Dining Room will be available for private parties twice per month on a Friday or Saturday evening.

**Restrictions are**

Will not include the last weekend of the month.

Will not be a Friday and Saturday of the same weekend.

**Additional criteria**

A special menu will be planned on the ground floor or patio, which will be advertised to the membership.

The party booking the Dining Room must generate minimum gross revenue of \$4000.00 before taxes and service charge.

All parties wishing to book the Dining Room must obtain Board approval prior to confirmation and must confirm reservation in time to provide sufficient notice to the membership.

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Dining Room Reservation Policy</b> |
| <b>Effective Date:</b> <b>March 21, 1996</b><br><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>           |

Reserved seating in the Dining Room is preferred in order to ensure space is available and that there is adequate staff on hand to provide appropriate service. Specific table reservations may be requested if desired. Notice must be given to cancel a reservation. Members are required to cancel reservations as soon as possible so as not to interfere with other members' use of the Dining Room. Reserved seating shall be held for a maximum of 15 minutes past the requested time.

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Gratuities</b>           |
| <b>Effective Date:      January 18, 1996</b><br><b>Revised Date:        September 21, 2000</b> | <b>File Under Section:</b><br><br><b>House</b> |

The Club will charge and collect a 10% gratuity and pay staff a constant wage, slightly better than the industry wage.

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| <b>Policy Statement</b>   | <b>Subject:</b><br><b>Manager on Duty</b>      |
| <b>Effective Date:</b> <b>June 13, 2000</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b> |

The “Manager on Duty” concept will be in effect on evenings and during weekends and public holidays.

During these periods a supervisor will be identified as on duty and responsible for all Clubhouse operations in addition to the specific task they are performing at the time.

Their names will be identified in a schedule prepared in advance and left at the Communication Center.

The name of the “Manager on Duty” will be identified on a suitable board at the Main Entrance.

The “Manager on Duty” will be empowered to fix or take action on any crises or situations that may arise during his/her period of duty.

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Minimum Billing</b>      |
| <b>Effective Date:</b> <b>April 18, 1996</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b> |

A Food and Beverage charge, excluding taxes and service charges, are the only items to be included in the monthly minimum billing. This includes the cover charge or admission for special events as indicated in the event advertising.

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| <b>Policy Statement</b>   | <b>Subject:</b><br><b>Regular Menu Availability</b> |
| <b>Effective Date:</b> <b>July 23, 1998</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>      |

If a planned Club event requires the concentration of resources other than in the Dining Room (i.e. Open Regatta breakfast, Sailpast dinner) or if the function is in the Dining Room but by its very nature the regular menu is suspended (Pasta Night, Mother's Day Buffet, Wassail Bowl, Commodore's Ball). Then the regular menu will not be available. Members must be informed in advance that the regular menu has been suspended.

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| <b>Policy Statement</b>   | <b>Subject:</b><br><b>Room Rental – Boating Associations</b> |
| <b>Effective Date:</b> <b>February 17, 2000</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>               |

Boating affiliated organizations that have been approved by the Board will be exempt from meeting room rental charges on the following basis:

- There will not be any room setup for the meeting (i.e. water, coffee, visual equipment).
- The organization is responsible for leaving the facility as they found it.
- If the organization abuses the privilege they will be charged rent in the future.
- Should a paying organization wish to rent the room the complimentary boating organization could be bumped.

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| <b>Policy Statement</b>   | <b>Subject:</b><br><b>Room Rental Rates</b>    |
| <b>Effective Date:</b> <b>February 17, 2000</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b> |

The General Manager has the authority to exercise discretion in the setting of room rental rates for a specific event within the context of the following room rental fees structure. These fees are also to apply to the rental of additional room requirements and “break out rooms”.

| <b>Function Room</b> | <b>Room Rental</b>                               | <b>Room Rental</b>                  |
|----------------------|--|-------------------------------------|
|                      | <b>where Member is Sponsor &amp; Active Host</b> | <b>where Member is Sponsor Only</b> |
| Board Room           | \$125.00   | \$175.00                            |
| Flagship Lounge      | \$125.00   | \$175.00                            |
| Lakeshore A, B & C   | \$300.00   | \$400.00                            |
| Lakeshore A & B      | \$200.00   | \$300.00                            |
| Lakeshore A or C     | \$ 75.00   | \$125.00                            |
| Lakeshore B          | \$125.00   | \$175.00                            |
| Patio                | \$125.00   | \$175.00                            |

If a groups total preplanned food and beverage purchases for coffee breaks, lunch bar, dinner, etc. exceeds \$25.00 per person the room rental charge will be waived.

Where the sponsoring member is also the active host of the vent and is present at the function, the room rental rate is reduced.

There is no room rental charge for Club events or meetings of Club Committees or groups.

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Service Charge - Functions</b> |
| <b>Effective Date:</b> <b>February 1, 1996</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>       |

A 15% service charge shall be added to non Club functions effective February 1, 1996.

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Smoking</b>              |
| <b>Effective Date:</b> <b>June 1, 2000</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b> |

Smoking is not permitted throughout the entire Clubhouse at any time. Smoking is not permitted on the patio when the tent walls are down.

Smoking is not permitted in the swimming pool not the enclosed are surrounding the swimming pool.

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| <b>Policy Statement</b>  | <b>Subject:</b><br><b>Special Club Functions</b> |
| <b>Effective Date:</b> <b>April 18, 1996</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><br><b>House</b>   |

The membership will be informed of Special Club Functions requiring admission by ticket or reservation only, and during such functions, the facilities may be limited to ticket holders only, or to those who have previously reserved space as may be applicable.

For events requiring reservations, cancellation must be made 48 hours prior to the event in order to avoid being charged full price for the event, unless the reservation is taken by an alternate.

For events requiring the purchase of tickets, no refund or purchase price is possible in the event of cancellation by the ticket holder. Club staff may endeavor to resell the ticket(s) but such a sale is not guaranteed.

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| <b>Policy Statement</b>   | <b>Subject:</b><br><b>Tobacco - Guideline</b> |
| <b>Effective Date:      January 1, 1996</b><br><b>Revised Date:</b> | <b>File Under Section:</b><br><b>House</b>    |

The Club will sell neither tobacco products nor matches.