

# REHOBOTH BAY SAILING ASSOCIATION REGATTA FORM

Must be received for approval by the RBSA Board of Trustees by this date \_\_\_\_\_

Fleet Name \_\_\_\_\_ Regatta Date(s) \_\_\_\_\_

Estimate # of Boats \_\_\_\_\_ # of Trailers \_\_\_\_\_ # of Sailors \_\_\_\_\_

Name/Address/Phone/  
e-mail of Fleet Chair \_\_\_\_\_

Name/Address/Phone/e-mail  
of RBSA Chair/Sponsor \_\_\_\_\_

Race Committee Needed? Yes [ ] No [ ] Number of RBSA power boats needed? \_\_\_\_\_

Will other power boats be brought on-site? Yes [ ] No [ ] If yes, how many will require a slip? \_\_\_\_\_

Regatta Insurance is required. Name of Insurance Co. \_\_\_\_\_

As a courtesy the Coast Guard should be notified at least 30 days in advance of the regatta by calling their Indian River Station at (302) 227-2439 or 2440 (Chief Ben Huber) Check here if done [ ]

**FACILITIES USE PROCEDURES: FOLLOWING THE EVENT THE FLEET IS RESPONSIBLE FOR LEAVING THE FACILITIES IN A CLEAN, SECURE CONDITION AS SPELLED OUT IN THE RBSA CHECKLIST OF RESPONSIBILITIES.**

RBSA does not provide plastic/paper plates, cups, utensils, etc.

Check one: Will the cleaning/trash removal be done by the Fleet? [ ] or by an outside cleaning service? [ ]

Cleaning Service Name/Phone \_\_\_\_\_

Is the after hours code needed for clubhouse door locks? Yes [ ] No [ ] For the Front Gate? Yes [ ] No [ ]

**DO YOU UNDERSTAND AND ACCEPT THE FACILITIES USE PROCEDURES? Yes [ ] No [ ]**

Estimate # of meals being served per day \_\_\_\_\_ Est. # of ice bags needed \_\_\_\_\_

**Will Alcohol be Served? Yes [ ] No [ ] If yes, a State Permit is Required. Please provide a copy of the permit with this form, or at least one week prior to the event. Alcoholic Beverage Commissioner (302)577-5ABC.**

**FEES:** A Security Deposit of \$500.00 is required to cover any damage to the facility or any cleaning not done as required by the agreement - see **RBSA CHECKLIST OF RESPONSIBILITIES.**

Per-registered boat daily fees are: RBSA Fleet - \$10.00. Outside Fleet - \$15.00 per day. Camping \$5.00 per night

List any other fees attendees will be charged during the event: \_\_\_\_\_

Additional comments: \_\_\_\_\_

Print the name of the person submitting this form \_\_\_\_\_

By signing this form you are accepting responsibility for this event.

Date: \_\_\_ / \_\_\_ / \_\_\_ Phone # \_\_\_\_\_ :Signature \_\_\_\_\_

(Regatta Form Approved by the Board April 13, 2008)

Rehoboth Bay Sailing Association  
P.O. Box 483, Rehoboth Beach, DE 19971 (302) 227-9008

## CHECKLIST OF RESPONSIBILITIES FOR APPROVED REGATTAS, EVENTS, & PRIVATE FUNCTIONS AT THE CLUB

Only Life, Sustaining, and Regular Members are eligible to rent the Club facilities.

Off-season, and after hours during the season, the Club is not staffed.

**It is the responsibility of the RBSA member approved to hold or sponsor** the regatta, event, or private function to be on site during the event and ensure that there is appropriate adult supervision, that the club facilities are protected **and that the people in charge of running the event understand and accept the following responsibilities:**

### **CHECK**

- The facility must be left in a clean, neat, orderly condition.
- Plastic/paper plates, cups, utensils, etc, are not provided by RBSA.
- The kitchen area must be cleaned with counters wiped down, dishes washed, etc.
- All tables and chairs used should be restacked and put back the way they were prior to the event.
- Any spills or trash on the floor must be cleaned up.
- All trash and trash cans inside and out must be emptied into the dumpster outside the clubhouse.
- Be sure the stove/grill and all lights are turned off.**
- All sliding glass and exterior doors must be closed and locked.**
- The entrance gate must be closed.**
- The event must terminate no later than midnight.

**NOTE:** In-season any damage or needed repairs must be reported to the club manager the day of, or within 24 hours after the event. Off-season when the club is not staffed contact by email, the administrative assistant at [admin@rbsa.org](mailto:admin@rbsa.org) attn: manager regarding and damage or needed repairs.

Signed: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

I understand and accept these responsibilities