



How to Book a Function at CBYC

1. Contact our Function Booking Coordinator, Elizabeth King at 416-266-2877 or functions@cbyc.ca, to determine if the desired date is available.
2. Contact our Restaurant Concessionaire, Babu, JEB Catering, at 416-261-7627, to make your food and beverage catering arrangements.
3. Complete the CBYC Function Contract that Elizabeth or Babu will provide:
 - a. Fill in the top portion of the contract.
 - b. Complete the contact and payment information and sign the last page of the contract as the Sponsoring Member or Client Representative.
 - c. Deposit the signed contract and a cheque or credit card information for the Security Deposit in an envelope in the Function Booking mail slot in the laundry room. Advise Elizabeth that it is there.
 - d. Elizabeth will sign the contract indicating that the date has been reserved and is not in conflict with other club events.
 - e. The Vice Commodore will then sign the contract and forward it, along with the payment information to Dorothy in the CBYC office. Dorothy will mail a copy of the signed Contract to the Sponsoring Member or Client Representative.
4. Contact Elizabeth for an entrance gate code which will be assigned for your function and may be given to the attendees.
5. Dorothy will hold the Security Deposit cheque / credit card information in safe keeping pending completion of the function.
6. JEB Catering will collect the Exclusive Usage Fee on behalf of CBYC along with their food and beverage charges and remit it to CBYC.
7. Following the function Dorothy will contact the Sponsoring Member or Client Representative to arrange for the destruction or return of the cheque / credit card information, if no additional fees are payable.