



# CLAREMONT YACHT CLUB INC.

## Application Process for Senior Membership & Pen Allocation

1. Fill out the Membership Application and hand in to the Office administration.  
\*\*Please ensure you have a proposer and seconder sign your membership forms.
2. Upon handing in your forms, it is mandatory that you pay for your **Membership Nomination Fee** (see Fee Table on last page of membership forms).
3. Your Membership Application will then be put on display board in upstairs bar for a two week period.
4. You will then be expected to attend a short, informal Membership Interview with our Membership Committee (Pen allocation process can be discussed). Meetings are held on the evening of the fourth Tuesday of each month prior to the General Committee Meeting. (The Office will contact you to organise a time)
5. Once you have had your Membership Interview your application will then go to the General Committee for approval. General Committee Meetings are held on the fourth Tuesday each month
6. Once approved, a package will be sent out within a week of the General Committee Meeting which will include a Letter of Approval, Invoice of fees owing, copy of Constitution, By-laws, Rules, Club Burgee, Parking Sticker, Proximity Card (Main Jetty Gate access key) and other Club Keys.
7. Once a Financial member, you may apply for a Pen.
8. To apply for a Pen you will need to complete a Pen Application form and you will then be required to pay a **Pen Deposit fee of \$200** (non-refundable if application is withdrawn). You will be added to the Pen Waitlist and the corresponding Pens and Moorings Committee will be notified of your application.  
***Please Note:*** Pens are **not** transferrable. Acquiring a boat from an existing member does not entitle you to that pen or any other pen.
9. You will be notified once a suitable Pen has been allocated to you and an invoice will be sent out in which you will be required to pay a 'once off' Allocation Fee (non-refundable) which is **twice the amount of Annual Pen Rent** you would pay for your pen category. (See pen category fees sheet)  
\*\*Your \$200 deposit will be offset against this Allocation Fee.  
Your Annual Pen Rental Fee will also be included on the invoice.