



Seymour Johnson AFB
Community Center
Reservation Contract



Date Reservation Made:

CCTR Staff Initials:

Date of Function:

Type of Function:

Start Time:

End Time:

Estimated Attendance:

Room(s) Reserved: [] Ballroom [] Conference Room [] Daedalian Room [] Heritage Room [] Terrace Room

Point of Contact (including rank if applicable):

Home Phone:

Duty Phone:

Alternate Point of Contact:

Home Phone:

Duty Phone:

RESERVATION FEES AND CHARGES

A minimum reservation charge of 2 hours is required; time of event should include set up and tear down.

Table with 2 columns: Description and Amount. Rows include Room Deposit, Additional hour, Room Charge, Cleaning Fee (Ballroom and All other).

*A credit card number is required at time of reservation for cleaning fee. The credit card will only be charged if the room is not cleaned according to specifications (see cleaning checklist).

Credit Card Number _____ Exp _____

Total Amount Due _____

Date of Deposit: _____

Deposit Amount: _____

Receipt Number: _____

Employee Initials: _____

Balance Due = _____

Date of Final Payment _____

(Final Payment is due 2 weeks before event or reservation may be canceled)

Receipt Number _____

Employee Initials _____

Standard Seating

POC/Sponsor must follow the standard of seating specified for each room at the end of the function.

1. Ballroom -Theater Style w/ 100 chairs
2. Daedalian Room- U-shaped conference table style.
3. Heritage- No Tables or Chairs
4. Terrace Room- No Tables or Chairs.

Additional Requirements/Information

_____ All food must be coordinated through the Club, Bowling Center and/or Golf Course Manager no less than two weeks prior to the event. Club must concur, in writing if unable to support event.

_____ Any changes or additions must be made two weeks prior to the date of the function.

_____ \$30 room deposit is not refundable.

_____ A "no show" or less than 24 hours cancellation notice will result in the sponsor being responsible for paying all fees and charges outlined in this contract.

_____ All alcoholic beverages to be served must be coordinated through the Club. Alcoholic beverages can only be served by the Clubs (722-1192).

_____ If alcoholic beverages will be at your event; Sponsor must have two (2) monitors, 21 years of age or older, whose responsibilities include ensuring no one under the age of twenty-one (21) will be served or drink alcoholic beverages, drinking of alcoholic beverages is not excessive and ensuring all guests are provided a safe ride home.

_____ Sponsor is responsible for ensuring an alphabetized list of personnel without a military I.D. card attending the function is provided to **Pass & ID** (722-0524/0525/0526) a minimum of 5 business days prior to the event. The Community Center will not assume responsibility of sponsoring guests.

_____ Event POC/sponsor is responsible for ensuring the facility meets all set-up and clean-up requirements on the checklist provided by the function end time. If function, including cleaning up, exceeds the stated time, a minimum **\$20/hour overcharge fee** will be assessed.

_____ If room is not cleaned to specifications (i.e. Guest cleaning check list) cleaning deposit will not be refunded and it will be charged to the credit card. Make sure Community Center Staff is aware before you leave so that a walk through can be completed to insure cleaning compliance.

Event POC Signature

Date

Community Center Staff

Date

Seymour Johnson AFB Community Center
Phone: (919) 722-0339/0340
DSN: 722-0339
Fax: (919) 722-0341
Email: Shawna.Morton@seymourjohnson.af.mil
Maryanne.Doran@seymourjohnson.af.mil

