



*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, **to include set up and tear down.**

Cleaning Fee

Ballroom.....	\$100.00
All other	\$ 75.00

(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.)

Credit Card Number _____ **Exp**_____

Standard Seating

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

1. Ballroom -Theater Style.
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 (722-1192) 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.

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

_____ 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 72 hours 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 checklist) 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.**

As the POC of this event I understand that I am responsible for setting up, conducting my event, tearing down, cleaning, and returning the room back to the standard seating as stated above.

Event POC Signature

Date

Community Center Staff

Date

Seymour Johnson AFB Community Center
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