

Bar Reservation Request As of: 16 JAN 2024

Date of Function: _____ Name of Function: _____

Start Time: _____ End Time: _____

Estimated Attendance: _____

Type of Function (Formal, Business, Casual) _____

Bar Request (Room and Times Requested):

_____ Kitty Hawk (EL Ballroom) Bar

_____ Pegasus Room Bar

_____ Mobile Bar

_____ Mustang Taproom Beer Trailer (\$100.00 rental fee)

Alcohol Selection Questions:

Do you have a preference for a beer selection (bottle, draft, and brand)? _____

Do you have a preference for a wine selection (brand)? _____

Do you have a preference for a liquor selection (brand)? _____

Do you have a specialty cocktail that you are requesting? _____

Will you be opening a tab? If so, how much will the tab be for? _____

Not all liquor, wine, or beer requests can be accommodated

Point of Contact: _____ Cell Phone #: _____

Duty Phone #: _____

Email Address: _____ Squadron: _____

Payment Information:

A credit card number is required for personal functions at the time of reservation. The card will only be charged if the event does not follow proper cancellation windows as explained below.

[Visa, American Express, MasterCard]

Credit Card Number: _____ Expiration: _____

Amount Paid: _____ Date Paid: _____

Employee Signature: _____

Turn form over for additional information

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ADDITIONAL INFORMATION (Please initial beside each)

- _____ Local caterers and restaurants are not authorized to sell or dispense alcohol on Seymour Johnson AFB. Additionally, customers are not authorized to bring in their own alcohol for consumption or sale during an event. All requests for alcohol sales and/or service require bar service to be scheduled.
- _____ There is a **\$100.00/hour** minimum sales requirement for bar service. A **\$50.00** service fee will be assessed for each hour sales do not reach at least \$100.00 (averaged over bar service hours). The bar must be reserved for a minimum of **2 hours**. Bar service must be reserved **2 weeks prior** to the event.
- _____ Bar service cancellations must be made **at least 7 days prior** to the event. Cancellations within 7 days prior to the event will be charged for **the first 2 hours** of service (**\$200**). Cancellations within **48 hours** of the event will be charged for the full price of reserved bar service (**\$100.00/hour**).
- _____ Event POC is responsible for completing a Special Events Pass identifying all personnel (function attendees and catering personnel) without a military I.D., and ensuring it is provided to the **SFS Pass and Registration Office** (722-1345) a minimum of 3 business days prior to the event.
- _____ There is a **\$100.00** rental fee for the Mustang Taproom Beer Trailer. All keg requests must be made **1 week prior** to the event.
- _____ Event POC is responsible for all set-up, tear-down, and facility/equipment clean up associated with their event when applicable.

E-mail completed bar service request form to 4FSS.FSWP.taproombarrequests@us.af.mil or drop off at Eagles Landing

As the event POC, I understand that I am responsible for abiding by the terms and conditions set forth in this contract.

X

Event POC Signature

X

Mustang Taproom Manager