

Heritage Hall Event Center Reservation

As of: 1 Aug 18

Date of Function: _____ Name of Function: _____

Start Time: _____ End Time: _____ Estimated Attendance: _____

***Time of event should include time needed for set-up and break down**

Room(s) Reserved: [] Ballroom [] Heritage Room [] Terrace Room [] Conference Room [] Terrace Patio [] Bldg 1603 Patio

Bar Service: [] Yes (List start/stop time) Spitfire Pub _____ Heritage Bar _____ Mobile Bar _____

Kitchen Use: [] Not Required [] Required: Start/Stop time _____

Point of Contact: _____ Home Phone: _____ Duty Phone: _____
Email address: _____ Squadron: _____ Office Symbol: _____

Alternate POC: _____ Home Phone: _____ Duty Phone: _____
Email address: _____ Squadron: _____ Office Symbol: _____

Banquet Table, 8 ft Qty _____
Banquet Table, 6 ft Qty _____
Round Table, 6 Person Qty _____
Round Table, 8 Person Qty _____
Round Table, 10 Person Qty _____
Chair Qty _____
Projector

FUNCTION FEES AND CHARGES

Napkins (Various Colors).....\$ 0.50 X ___ = _____
Basic Square Tablecloth (White Only) 72x72.....\$ 4.00 X ___ = _____
Basic Square Tablecloth (White Only) 85x85.....\$ 5.00 X ___ = _____
Banquet (White Only) 52x114.....\$ 5.00 X ___ = _____
Floor Length Round (White Only).....\$25.00 X ___ = _____

TOTAL AMOUNT DUE: _____

Credit Card Number*: _____ Expiration Date: _____ Zip Code: _____

Amount Paid: _____ Date Paid: _____ Receipt Number: _____ Employee Initials: _____

***A credit card number is required for unofficial functions at the time of reservation.**

The card will only be charged if the event does not follow proper cancellation windows as explained below, the room is not cleaned according to the checklist, or minimum sales are not met for bar service.

ADDITIONAL INFORMATION (Please initial beside each)

_____ The Community Center admin offices, located in Heritage Hall, are open Mon-Fri 0800-1200 (closed Holidays, Family days.) Community Center phone numbers are 722-8796 and 722-8684.

_____ Reservations for official functions can be requested within 12 months of the official event. Reservations for unofficial functions can be requested within 90 days of the event.

E-mail completed reservation form to 4FSS.FSVC@us.af.mil or drop it off at Heritage Hall.

For Official Use Only (FOUO)

Heritage Hall Event Center Reservation

As of: 16 Oct 17

- _____ Event POC is responsible for providing a completed Fundraiser Request Form not later than one week prior to the fundraising event. Reservations for a fundraising event that do not have the Fundraiser Request Form submitted prior to the event will be cancelled.
- _____ Event POC is responsible for all set-up, tear-down, and facility/equipment clean up associated with their event.
- _____ Event POC is responsible for ensuring base access for all personnel without a military I.D. (function attendees and catering personnel).
- _____ Event POC is responsible for securing any outside support required for the event. (Sound & Slides: 4 CS 722-2666)
- _____ Linens must be ordered, and paid for, two weeks prior to the event. Sorry, there are no refunds once an order is placed.
- _____ The event POC is responsible for the replacement cost of linens damaged beyond repair.
- _____ When applicable, event POC acknowledges receipt of keys for the facility, and acknowledges assumption of responsibility for facility condition and security. Keys should be signed out from the Community Center admin office @ Heritage Hall between 0800-1200 the duty day prior to the event.
- _____ 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.
- _____ Event POC received an orientation for the Public Access Defibrillator located in the hallway off the main entry foyer. (On the wall across from the coat closet)
- _____ Event POC has received an orientation of all equipment, including the dishwasher, and understands the terms of use for these items being available. POC also acknowledges assumption of responsibility for cleanliness and damage.
- _____ POCs for events/functions that do not clean the facility and equipment in accordance with the checklist may be charged a cleaning fee of up to **\$500**.
- _____ There is a \$50 per hour minimum sales requirement for bar service. A \$25 service fee will be assessed for each hour sales do not reach at least \$50 (averaged over bar service 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 after 7 days prior to the event will be charged for the first 2 hours of service (\$50.)
- _____ Cancellations within 48 hours of the event will be charged for the full price of reserved bar service (\$25 per hour.)

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

Event Center Representative

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