

Heritage Hall Event Center

Reservation Form

As of: 1 JAN 19

Please review event calendar at SJFSS.com or call us prior to completing form.
Website is available to members that have a Common Access Card (CAC) and can access a .mil website

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 Daedalian Room Terrace Room

Bar Service: No (List Start / Stop Time) *Bar Reservation Form Required*

Yes Heritage Bar _____

Mobile Bar _____

Spitfire Pub _____

Kitchen Use: Required

Not Required Start / Stop Time _____

Point Of Contact: _____

Email Address: _____

Home #: _____ Duty #: _____ Squadron: _____ Office Symbol: _____

Alternate POC: _____

Email Address: _____

Home #: _____ Duty #: _____ Squadron: _____ Office Symbol: _____

Function Fees And Charges

Banquet Table, 8ft	Qty		Cleaning Deposit (Refundable)		X	=		
Banquet Table, 6 ft	Qty		Room Fee		X	=		
Round Table, 6 Person	Qty		Napkins (Various Colors)	\$.50	X	=		
Round Table, 8 Person	Qty		Square Tablecloth (White Only) 72x72	\$4.00	X	=		
Round Table, 10 Person	Qty		Square Tablecloth (White Only) 85x85	\$5.00	X	=		
Chair	Qty		Banquet (White Only) 52x114	\$5.00	X	=		
Projector	Qty							
							Amount Due:	_____

Credit Card Number* _____ Exp: _____ Zip Code: _____

A Credit Card number is required for unofficial functions at the time of reservation

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

<u>Staff Only</u>
Date Paid:
Employee Initials:

Turn form over for additional information

For Official Use Only (FOUO)

Please read carefully and initial alongside each item.

- _____ Event POC is responsible for all set-up, tear-down, and facility/equipment clean up associated with the event.
- _____ Event POC is responsible for ensuring base access for all personnel without a military I.D. (function attendees and catering personnel) (Visitors Center 722-1343).
- _____ 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. 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 if event start/stop time is outside facility operating hours. Keys should be signed out from the Community Center admin office @ Eagles Landing 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 be scheduled.
- _____ Event POC has received an orientation of all equipment, including the dishwasher (as needed) and Public Access Defibrillator, and understands the terms of use for these items being available. POC also acknowledges assumption of responsibility for cleanliness and damage.
- _____ No glitter, confetti, or candles with flames are allowed in the facility.
- _____ 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.

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

Event POC Signature

Employee Signature

E-mail completed reservation form to 4FSS.FSVC@us.af.mil or drop off at Eagles Landing

Facility Usage Fees

Tier 1

Official functions: Not subject to facility usage fees

- Airman Leadership School Graduation
- Wing Wide promotion ceremonies
- Change of Commands
- Commander's Call
- Mandatory trainings such as Green Dot
- Official usage for retirements, promotions, or squadron activities must comply with Special Morale and Welfare (SM&W), policies authorized in AFI 34-201, Chapter 12, Use of Nonappropriated Funds (NAFS). Activities must take place during regular operating hours.

Tier 2

Unofficial Military functions: \$50 refundable cleaning deposit. Hourly room charge \$20.

- Military Private Organization Fundraising Event (exception but not limited to for P.O's raising funds for base populace such as Chief's Group, First Sgts, Spouses Bazaar)
- Promotion party
- Retirement Party
- Squadron Events

Tier 3

Unofficial Personal functions: \$100 refundable cleaning deposit. Hourly room charge \$50.

- Anniversary/Birthday Party
- Reunion
- Wedding
- Non-Federal Entity Event

Heritage Hall Rooms

Ballroom
Heritage/Daedalian Room
Terrace Room
Kitchen (\$100 refundable cleaning deposit)

Eagles Landing Rooms

Ballroom
Pegasus Room
Kitchen (\$100 refundable cleaning deposit)

The Force Support Squadron Commander and/or Deputy in the FSS Commander's absence, is the deciding official of all requests to waive room fees.