

# Bar Service Reservation Request

As of: 7 FEB 2019

Date of Function: \_\_\_\_\_ Name of Function: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Type of Function (Formal, Business, Casual) \_\_\_\_\_

Bar Service (Room and Times Requested) Mustang Taproom \_\_\_\_\_ Spitfire Pub \_\_\_\_\_

Pegasus Bar \_\_\_\_\_ Outer Banks Bar \_\_\_\_\_ Heritage Lounge \_\_\_\_\_ Mobile Bar \_\_\_\_\_

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

Credit Card Number\*: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

## 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\***

## 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 \$75 per hour minimum sales requirement for Bar Service. A \$50 service fee will be assessed for each hour sales do not reach at least \$75 (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 after 7 days prior to the event will be charged for the first 2 hours of service (\$100.) Cancellations within 48 hours of the event will be charged for the full price of reserved bar service (\$50 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

**E-mail completed reservation form to [4fss.fsvc@us.af.mil](mailto:4fss.fsvc@us.af.mil) or drop it off at Eagles Landing.**

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