

WARHAWK COMMUNITY CENTER RESERVATION FORM

Function Date: _____ Function Name: _____

Start Time: _____ End Time: _____ *Start/End time MUST include time needed for set-up and break down*

Estimated Attendance: _____

Point of Contact _____

Email Address _____

Duty # _____ **Cell #** _____ **Squadron** _____ **Office Symbol** _____

Alternate Point of Contact _____

Email Address _____ **Cell #** _____

Room(s) Reserved

- | | |
|---|--|
| <input type="checkbox"/> Dining Room (\$25/Per 2 hours) | <input type="checkbox"/> Daedalian Room (\$40/Per 4 hours) |
| <input type="checkbox"/> MVP Room (\$25/Per 2 hours) | <input type="checkbox"/> Nebraska Room (\$50/Per 4 hours) |
| <input type="checkbox"/> Offutt Room (\$25/Per 2 hours) | <input type="checkbox"/> Ballroom (\$60/Per 4 hours) |
| <input type="checkbox"/> Kitchen (\$25/Per 2 hours) | <input type="checkbox"/> Global Lounge (\$60/Per 4 hours) |
| <input type="checkbox"/> Raiders Lounge (\$100/Per 2 hours) | <input type="checkbox"/> Ballroom and Daedalian Room (\$100/Per 4 hours) |

*Includes 1 bartender/2 hour service

Maximum Occupancy, Square Feet, and Deposit Fees Per Room

Dining Room – 137 standing/80 seated	2052 sq. ft.	\$250 Deposit
MVP Lounge – 52 standing/40 seated	780 sq. ft.	\$250 Deposit
Offutt Room – 29 standing/15 seated	440 sq. ft.	\$250 Deposit
Kitchen – Minimize occupancy for safety.	1645 sq. ft.	\$250 Deposit
Raiders Lounge – 89 standing/60 seated	1328 sq. ft.	\$250 Deposit
Daedalian Room – 126 standing/100 seated	1886 sq. ft.	\$250 Deposit
Nebraska Room – 166 standing/100 seated	2484 sq. ft.	\$250 Deposit
Ballroom – 268 standing/300 seated	4018 sq. ft.	\$500 Deposit
Global Lounge – 261 standing/150 seated	3911 sq. ft.	\$250 Deposit
Ballroom & Daedalian Room – 394 standing/300 seated	5904 sq. ft.	\$750

*Standing Occupancy is maximum allowed in accordance with NFPA 101, The Life Safety Code.

*Seated Occupancy is approximate, varies on function layout. May not exceed standing occupancy numbers.

Additional Options

Free Use

- Tables (estimated #) _____
- Chairs (estimated #) _____
- Podium
- Audio/Visual (not available in all rooms)

Additional Amenities - Fees Apply

- Table Linens (\$4 Per/Must order 2 weeks in advance)
- Mobile Bar/Bartender (\$100 Per bartender/Per 2 hours)
- Indoor Bounce Castle (Global Lounge Only/\$50)
- Video Games Consoles (Global Lounge Only/\$25)
- Virtual Reality Gaming (Global Lounge Only/\$25)

Function Fees and Charges

Room Fee(s) _____	x _____	= _____	
Additional Fee(s) _____	x _____	= _____	
Linens _____	x \$4.00	= _____	
			=Total Due \$ _____
Deposits Information _____	x _____	= _____	

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

*A Credit Card number is required for functions at the time of reservation.
*Credit card will only be charged in the event of damage or if room is not cleaned.

WARAWK COMMUNITY CENTER ROOM RESERVATION FORM

Please read carefully and initial alongside each item.

- _____ POC is responsible for all set-up, teardown, and facility/equipment clean up associated with the event. Failure to comply with required cleanup will result in room deposit charges.
- _____ POC is responsible to bring all necessary supplies and equipment to include serving dishes, serving utensils, tableware, tape, pens, scissors, etc.
- _____ POC is responsible for ensuring base access for all personnel without a military I.D. (Function attendees and catering personnel) (Visitors Center 294-7551).
- _____ Table linens must be ordered, and paid for, two weeks prior to the event. There are no refunds once an order is placed.
- _____ POC is responsible for the replacement cost of linens damaged beyond repair.
- _____ Customers may bring food for potlucks. If catering is used, event POC must coordinate with Offutt Public Health at least two weeks prior to the event (Public Health 232-1632)
- _____ Local caterers and restaurants are not authorized to sell or dispense alcohol on Offutt AFB. Additionally, customers are not authorized to bring in alcohol for consumption or sale during an event. All requests for alcohol sales and/or service require bar service to be scheduled a minimum of two weeks in advance.
- _____ POC's requesting bartender services/alcohol must coordinate a minimum of two weeks in advance. Requests are subject to bartender availability.
- _____ Glitter, confetti, or candles with flames are not allowed in the facility.
- _____ POCs for events/functions that do not clean the facility and equipment in accordance with the checklist will forfeit deposits if paid in advance via cash or check. Charges will occur to for customers using credit or debit cards. If damage or cleaning is excessive, further charges may be assessed as necessary.
- _____ Children under the age of 18 are the responsibility of the parents. Children are not to be left unattended.
- _____ Private Organizations wishing to host a fundraising event at the Warhawk Community Center must be in an active status with the 55th FSS Private Organization Coordinator and must have an approved fundraising event form prior to the event.
- _____ Mission requirements have priority and could cause your function to be moved or changed.
- _____ **CANCELLATIONS:** Cancellations must be made *three business days* prior to the event for the reservation to receive a refund. Cancellations made after this deadline or no-show will forfeit any payments made. ***If linens were ordered as part of this contract, refunds will not be issued.***
- _____ ***If I am issued a key to the facility to hold my event outside of regular scheduled duty hours, I am responsible for all occupants within the facility for the duration of the event. I understand that I am responsible for ensuring the building is properly secured at the end of the event. If the building is left unsecured I will be responsible for returning to secure it. In the case keys are lost, the reserving POC is responsible for rekey of the facility.***

Event POC Signature / Date

Staff Member Signature / Date

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