**JBA OI 34-109, 23 MAY 2016**

**ATTACHMENT 1**

**316TH FSS COMMUNITY COMMONS BALLROOM/FUNCTION ROOM/PATIO**

**RESERVATION REQUEST**

Print Host/POC Name : Date of Event:

Time of Event: Start: End : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name:

Description of Event:

Organization:

Phone (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (Cell): Phone (Work):\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:

Rental: \_\_\_Ballroom \_\_\_ Conference Room \_\_\_Patio

Food Catered by: \_\_\_The Club \_\_\_\_The Landing Zone \_\_\_\_The Courses at Andrews

Estimated Number of People: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (The Ballroom Seating Capacity is 400 theater style; 200 in round tables of 10; the conference room capacity 150 theater style and 80 in round tables of 10; The Patio capacity is 150.)

**DISTINQUISHED VISITORS LISTING:**

**Flag/General Officers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Wing Leadership (CC, CCC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fees and Charges**

**UNOFFICIAL EVENT USAGE FEES**

Room Type Hourly Rate

Ballroom, Conference & Patio $30 for first hour; $15 for each additional hour

**\*\*\*\*\*All outside food is prohibited with the rental of the facilities. The only exception of this is a cake and punch. Any other food needs must be catered by one of the following on base services. \*\*\*\*\***

**FOOD CATERED BY:** Please Provide the **BEO Number** If You Have a Catering Contract Established The Club (P) 301.568.379 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The Golf Course (P) 301.736.3799 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Landing Zone (P) 301-981-4084 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I acknowledge by providing my signature that I do not want the use of the above catering services and that I will not be bring in any outside food with the exception of a cake and, or punch.**

SIGNATURE of Host/POC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_

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