



DFMWR Commons Facility Reservation Request

**This is a request. Reservation is not confirmed until deposit is paid and contract is signed.*

Contact Information:

Full Name: _____ Unit/Organization: _____

Address: _____

Phone(s): _____ Email: _____

**If necessary, provide secondary contact and their information in the notes section below*

Event Request Details, Date(s), & Time(s): *(Reservations are available Mon-Sat, 7:00 a.m. – 11:30 p.m.)*

Event Name: _____ Estimated # of Guests: _____

Type of Event: _____ Notes: _____

	Date:	Starts:	Ends:	Total Time:	
Set-Up:					Re-occurring/Ongoing Events List all future dates for this same event you wish to reserve & pay for at this time.
Event:					
Clean-Up:					
TOTAL TIME RESERVED:					# Dates: _____ Total: _____

**Set-up the day before an event can only be between 8:00 a.m. and 4:00 p.m.*

Hourly Reservations (30 Minute Increments, One (1) Hour Minimum):

**Venue reservations must include the entire time you would like to be in the space – from set-up to clean-up. Reservations include basic set-up of round tables (seats 6-8) and/or rectangle tables (seats 6-8) & chairs at the start of your set-up time. Fully stocked restrooms, coat room use, and entrances/exits. Maximum capacity can not be exceeded. When tables and chairs are set up, capacities are approximately 30% less.*

Venue & Size:			Max. Capacity:	Amenities:	Set-Up Details: <i>*Attach additional sheet/map if needed</i>	*Hourly Rates:	# Hours:	Total:
Select	Room #	Description:	Varies Based on Setup	Tables and Chairs will be set up at the start of your set up time for your reservation. See page 3 for additional options & pricing (bars, projectors, etc.)	# Tables & Chairs (xx & xx)	Tables & Chairs Arrangement (Banquet, Stadium, Classroom, etc.)	For entire timeframe using the room.	Hourly rate x total # of hours used.
	1	Ballroom (1,200 ft ²)	95	Tables & Chairs. Access to Two Projectors. No Bar Access			\$100	
	2	Ballroom (1,200 ft ²)	95	Tables & Chairs. Access to Projector & Bar.			\$100	
	3	Ballroom (2,400 ft ²)	150	Tables, Chairs, & Dance Floor. Access to Projector & Bar.			\$175	
	4	Ballroom (1,400 ft ²)	95	Tables & Chairs. Access to Projector & Bar.			\$100	
	5	Ballroom (1,400 ft ²)	95	Tables & Chairs. Access to Two Projectors & Bar.			\$100	
	1-5	All Ballrooms (7,600 ft ²)	530	See above. Use of main lobby area included with this option.			\$550	
	6	Medium/Conf. Room (850 ft ²)	40	24 Seat Conference Table. Access to TV Screen.	<i>As-is. Tables & Chairs are pre-set. Minor adjustments only.</i>		\$60	
	7	Small/Conf. Room (550 ft ²)	15	12 Seat Conference Table. Access to TV Screen.	<i>As-is. Tables & Chairs are pre-set. Minor adjustments only.</i>		\$30	
	6&7	Both Rooms (1,400 ft ²)	55	(see above)	<i>As-is. Tables & Chairs are pre-set. Minor adjustments only.</i>		\$80	
	8	Cocktail Lounge (2,800 ft ²)	100	Seating Areas, Two Fireplaces, Projector, TVs, Bar	<i>As-is. Tables & Chairs are pre-set. Minor adjustments only.</i>		\$150	
	9	Large Room (4,600 ft ²)	225	Tables, Chairs, Projector, TVs, Bar			\$250	

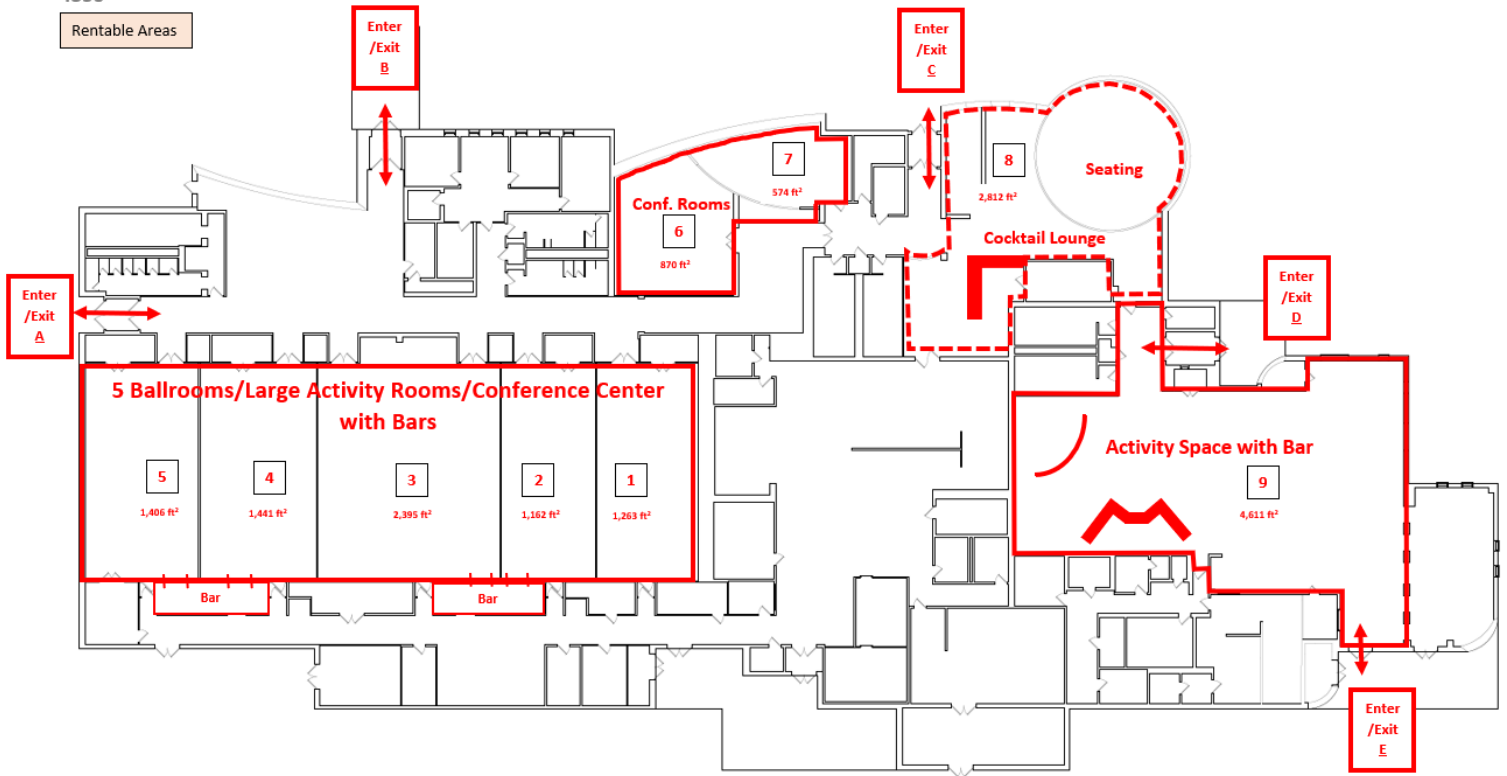
**Discounts on hourly rates and packages available, see page 4.*

RENTAL TOTAL:

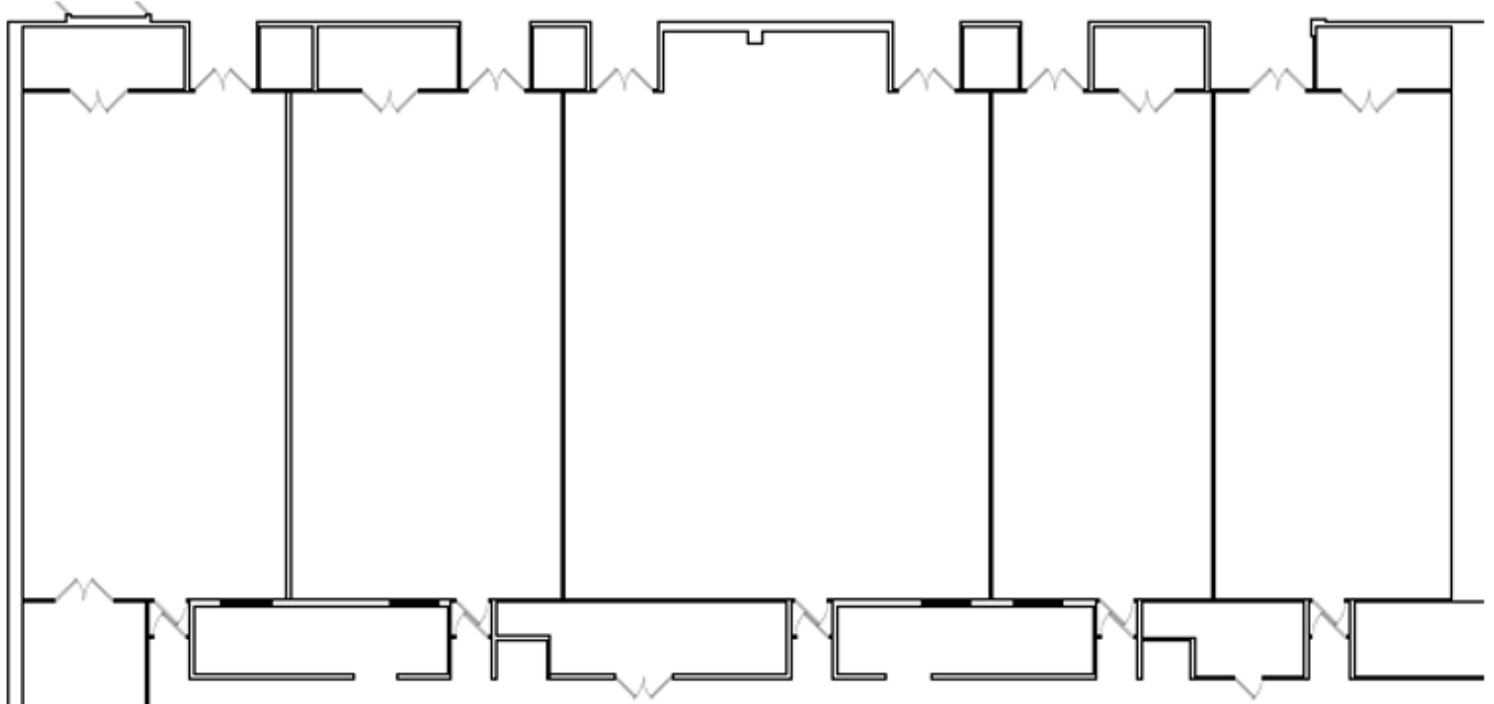
Floor Plan:

4350

Rentable Areas



Ballrooms/Large Activity Rooms/Conference Center



Additional Options: (Not Eligible for Discounts)

*Additional options are based upon availability of each item and staff. Options and rates are listed below and can be added on to any reservation. Package options on the next page include many of the additional options in their rates already.

Item:		Details:	Set-Up Details:		Rates:		# Items or # Hours:	Total:
Select	Description:	Quantities, Colors, Descriptions:	How many? What venue(s) will need this amenity? Where would you like them within this venue?	Timeframe: Start End	Flat Set-Up/Clean-Up Rate Per Item:	Hourly Rate:		
	*Microphones, Podiums	Microphones with stands & three (3) Podiums Available				\$20/event		
	*Projectors, TV Screen Display Use	All venues have access to a projector or large TV screen display. NIPR ports may be available.				\$20/event		
	*Linens for Tables	Pick your colors (Red, White, Blue, Black, Gold, Green). Includes set-up, clean-up, and laundering.				\$25/room		
	Cloth Napkins	Pick your colors (Red, White, Blue, Black, Gold, Green). Includes set-up, clean-up, and laundering.				\$25/room		
	*Table Skirts	Pick your colors (Red, White, Blue, Black, Gold). Includes set-up, clean-up, and laundering.				\$5/table		
	Chair Covers	Pick your colors (Black, White). Includes set-up, clean-up, and laundering.				\$1/chair		
	Table Centerpieces/ Wedding Arch	Limited options – inquire if interested.						
	Coffee/Water	Coffee bar for 50 people. Includes coffee, cups, sugar, creamer. Water pitcher can also be included. One table required.				\$50		
	Bar(s) (Minimum of two hours required)	Venues 2-5, 8, & 9 have bars. Additional free-standing bars can be added. Cash & Card accepted. Last call will be at least 30 minutes before the end of your event. Beer & Wine available. Liquor can be discussed. Ask for our list of options. Glassware provided.				\$100 ((\$350 off-site location))		
	Bartender(s) (Each bar location requires at least two bartenders and a maximum of four)	Two bartenders at a minimum. It is recommended to have one bartender for every 50 participants or more for quicker service. There is NO TIPPING for bartenders.				# Needed: _____ (Two minimum)	\$50	
	*Coat Check Service (One staff per location)	There are three coat check closets. Both north entrances and the east entrance (B, C, D on floorplan). NO TIPPING .				# Needed: _____	\$30	
	Food/Catering (Ask for an approved list)	Must use approved catering service. Caterer must provide transportation, food warmers/storage options and dishes/utensils. Your caterer must provide set-up, clean-up, wait staff, table bussing.						
	*Utensils/Plates/ Glassware Package	4-Piece silverware set, plate, bowl, and glass. Rate is per person. Number of guests must be confirmed a minimum of 10 business days before your event.				\$4.00/person (\$1.00 per add on item)		

*Package rates below include these fees and some packages include even more additional options.

ADDITIONAL OPTIONS TOTAL:

Wedding/Conference/Major Event Packages:

**For large events. Includes the use of multiple venues and most "additional options" above are also included. Basic set-up of tables & chairs at the start of your set-up time, fully stocked restrooms, use of coat room(s), lobby area, and entrances/exits. Bridal dressing area available. We do not offer wedding planning services at this time.*

Package:	Venues Included:	Additional Options Included:	Timeframe:	*Rate:	Total
Select Level:		<i>Bar & bartenders not included. If you wish to have a bar, select the options from the above "Additional Options" table.</i>	<i>Any sequential timeframe between 7 a.m. and 11:30 p.m. unless noted otherwise</i>	<i>If you need additional time, select from "Hourly" options above</i>	
Conference (~410 seated)	Ballrooms 1-5, Rooms 6-7, & full use of Lobby area.	Microphone, podium, projector/TV screens. Table linens & coffee bar.	M-F; 8 a.m.-4:00 pm (8 hours/day)	\$4,500/day (save \$301+)	
Bronze (~225 seated)	Cocktail Lounge 8, Large Room 9.	Microphone/podium, projector/TV screens. Table linens, cloth napkins, table skirts, utensils/plates/glassware package, one coat check attendant, & coffee bar.	8 hours	\$4,000 (save \$270+)	
Silver (~370 seated)	Ballrooms 1-5 & full use of Lobby area.	Microphone/podium, projector/TV screens. Table linens, cloth napkins, table skirts, utensils/plates/glassware package, one coat check attendant, & coffee bar.	8 hours	\$5,700 (save \$395+)	
Gold (~410 seated)	Ballrooms 1-5, Rooms 6-7, & full use of Lobby area.	Microphone/podium, projector/TV screens. Table linens, cloth napkins, table skirts, utensils/plates/glassware package, one coat check attendant, & coffee bar.	8 hours	\$6,300 (save \$536+)	
Platinum (~480 seated)	Ballrooms 1-5, Rooms 6-7, Dining Area 8, & full use of Lobby area.	Microphone/podium, projector/TV screens. Table linens, cloth napkins, table skirts, utensils/plates/glassware package, one coat check attendant, & coffee bar.	8 hours	\$7,500 (save \$751+)	
Diamond (~635 seated)	Exclusive Full Facility Access: Ballrooms 1-5, Rooms 6-7, Cocktail Lounge 8, Large Room 9, & full use of Lobby area.	Microphone/podium, projector/TV screens. Table linens, cloth napkins, table skirts, utensils/plates/glassware package, one coat check attendant, & coffee bar.	8 hours	\$9,750 (save \$976+)	
PACKAGE TOTAL:					

Summary of Charges:

- *Discounts:**
- Events fully booked between 8 a.m. and 4 p.m. receive a 10% discount off hourly rates.
 - Any reservation booking more than 8 hours of time at once receives a 10% discount off hourly rates.

Venue Rental Total:	
Additional Options Total:	
Package Total:	
Discount:	
TOTAL:	

	Amount Due:	Due Date:
To Reserve, 50% Non-Refundable Deposit: or Official Event – Commander’s Letter of Intent:		At time of request
Balance (due 30 days prior to event):		
Bar Tab if Included (due at the end of the event):		

Unit Funds: Coordinate with Kathy Secor: Katherine.v.secure.naf@army.mil, 315.772.5844 if you wish to use Unit Funds.

Cancellation Policy: Cancellations must be made in writing 30 days prior to the event. If an event is cancelled more than 30 days in advance only the 50% non-refundable deposit is forfeited. If an event is cancelled within 30 days the full balance is forfeited.

General Use Agreement:

Payment and Cancellations:

- A payment plan has been laid out on this contract. A deposit of 50% of the total invoice is due at the time of booking to reserve the space. The deposit (50% of the total) is NON-REFUNDABLE and is forfeited when cancelling a reservation. Cancelling a reservation less than thirty (30) days in advance of the event result in the full balance being forfeited.
- Renters not paying in full must setup a payment plan and are required to have payment information on file. Past due balances will be processed using this payment information.
- Any unpaid balance may be processed automatically with the payment information provided, or on file, 30 days before your venue reservation date or later. For ongoing reservations, payments will be processed monthly on the 5th of each month.
- Any unpaid balance will be invoiced the remaining balance plus a 25% penalty one month after the due date if payment is not obtained. Any payment information that DFMWR has on file may be used to collect unpaid balances on or after the due date. In addition, any group who has an unpaid balance will not be allowed to rent further space in DFMWR facilities.
- CANCELLATIONS or CHANGES WILL NOT RECEIVE A REFUND UNLESS MANAGEMENT IS NOTIFIED A MINIMUM OF THIRTY (30) DAYS IN ADVANCE. With thirty (30) or more days notice, 50% of the total balance is forfeited. With less than thirty (30) days notice the full balance is forfeited. In cases of extenuating circumstances, a credit toward future rentals may be authorized by management staff.
- Cancellations or changes to the rental agreement are subject to a **\$5.00 processing fee for each change.**
- Cancellations MUST be reported thirty (30) days prior to use to remain in good standing. Failure to report cancellations may prevent the renter from receiving use of rental space use in the future.
- DFMWR reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause, or failure to comply with DFMWR policies or guidelines.
- DFMWR reserves the right to cancel this agreement upon a 48-hour written notice to the User, or in case of an emergency when as much notice as possible will be given with a full refund being granted.
- When a check is presented as payment to DFMWR, you are authorizing DFMWR to either use information from your check to make a one-time electronic fund transfer (EFT) from your account or to process the payment as a check transaction. When DFMWR uses information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day DFMWR receives your payment, and you will not receive your check back from your financial institution. You may opt out of the electronic funds transfer conversion by writing -opt out- in the top left corner on the front of your check.

Use:

- Facility rentals will be available no earlier than 6 months in advance or pending staff approval.
- Reservations are taken on a first-come, first-served basis.
- DFMWR grants use of the rented portions of the facility to this user group, but only during the specified times of the agreement.
- DFMWR is only responsible for providing the equipment (chairs, tables, etc.) reserved.
- If User requires additional equipment from an outside vendor, DFMWR must receive notification at least two weeks prior to the event.
- No alteration may be made to the venues. ****APPLYING TAPE, STAPLES, NAILS OR ADHESIVES TO THE FLOORS OR WALLS IS STRICTLY PROHIBITED and may result in a repair fee.****
- DFMWR reserves the right to adjust space assignment in order to accommodate the greatest number of reservations.
- Any material misrepresentation, as determined by DFMWR whether written or oral, by the renter, where DFMWR relied on such misrepresentation in allowing the rental, shall be grounds for DFMWR's immediate denial, termination or revocation of rental, and the applicant may be prohibited from any future use of DFMWR Facilities.
- Activities deemed unsafe by DFMWR will be discontinued immediately. You must notify DFMWR of any activities that would be outside of typical event usage.

General Policies:

- Equipment and furnishings in the facility shall not be removed from the premises for any reason. Large pieces of equipment such as general area furnishing, bar appliances, conference tables, etc. are not to be moved.
- DFMWR is not responsible for any belongings of persons using the facility. Any property left on premises by the User shall, after a period of 14 days, be deemed abandoned and become the property of DFMWR. DFMWR shall not be liable for any loss or damage to such property.
- Groups reserving space in a DFMWR facility shall be responsible for the behavior of participants and guests. If DFMWR deems behavior inappropriate, the User will cease and desist from continuing such objectionable use and surrender the premise upon demand of the DFMWR.
- Only service animals specifically trained to aid a person with a disability are welcome in DFMWR facilities.
- Smoking is not permitted in DFMWR facilities or within 50 feet of facilities.
- All un-rented portions of the facility shall be kept unobstructed by the User and shall not be used for any other purpose other than ingress or egress to and from the premises.
- All marketing efforts by the User must be limited to the name of the facility and the address. It is imperative that such marketing efforts do not reflect or imply that DFMWR has any affiliation, endorsement, or sponsorship. Any programs, pamphlets, brochures, or similar items, used for the User will not use the name of the facility, names of DFMWR employees, or DFMWR telephone numbers as a contact point in any material.
- It is your responsibility to pick up after your group; please leave the facility rental space in the same condition as you found it.
- DFMWR reserves the right to employ security measures as DFMWR deems appropriate, at the renter's expense.
- Unless the entire DFMWR facility is rented, DFMWR may schedule other productions or events in other parts of the facility not included in the rental agreement.
- DFMWR reserves the right to require additional staff to be on duty when the rental group is in the facility. There will be a fee assessed if extra staff is required.
- No outside alcohol is allowed on DFMWR premises.

-Failure to comply with any of the guidelines set forth on this contract may result in being prohibited from renting any of the DFMWR facilities in the future.

-Rentals with activities that are not consistent with typical facility usage or that have outside vendors participating may be required to meet DFMWR insurance requirements. In these instances, DFMWR is to be named as additional insured on a policy that meets the following limits: general liability of \$1 million for each occurrence and \$2 million general aggregate. Evidence of workers compensation insurance of \$500,000 each accident, \$500,000 disease each employee, \$500,000 disease policy limit.

*I have, read, understand, and will communicate to the individual users, all DFMWR contract terms. I have read and fully agree with and accept all responsibility for the terms and conditions of this agreement.

*I hereby release and agree to hold harmless DFMWR and its representatives from all claims of liability for damages and/or injuries incurred in connection with any event or activity

*Acceptance of the contract terms, and the holding of the event, denotes your acceptance of the terms and conditions of this agreement in lieu of a signed document.

Customer Signature: _____ Date: _____ Time: _____



Manager Signature: _____ Date: _____ Time: _____

OFFICE USE ONLY

Date Received: _____ Staff Initials: _____

Payment:

- Deposit \$ _____ Date Paid: _____ Staff Initials: _____ Receipt #: _____
- Balance \$ _____ Date Paid: _____ Staff Initials: _____ Receipt #: _____
- Bar Tab \$ _____ Date Paid: _____ Staff Initials: _____ Receipt #: _____

Official Events Only:

- Letter of Intent Received Date Rec.: _____ Staff Initials: _____
- Unit Funds Memorandum Date Rec.: _____ Staff Initials: _____ TBA Processed: _____

Reservation Processing:

- Entered into Reservation Calendar Staff Initials: _____
- Confirmation Sent to Customer Once Deposit Paid Staff Initials: _____

Staff Requirements:

- Set Up: Date/Time: _____ Staff: _____
- Event – Bartender(s): Date/Time: _____ Staff: _____
- Event – Coat Checker(s): Time: _____ Staff: _____
- Event – Support: Time: _____ Staff: _____
- Clean Up: Date/Time: _____ Staff: _____

Material Requirements:

- Microphone(s)/Podium(s)
- Projector(s)/TV Screen(s)
- Linens
- Table Skirts
- Cloth Napkins
- Chair Covers
- Table Centerpieces
- Utensils/Plates/Glassware
- Bar(s)
-

Supplies:

- Coffee/Water Bar
- Beer
- Wine
- Liquor
- Champagne
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Notes: