

## AURORA COMMUNITY ACTIVITY CENTER (CAC) EVENT AGREEMENT

2020 North Robin Rd Bldg 500, Fort Greely, Alaska

907-873-4782



Organization or User \_\_\_\_\_

POC \_\_\_\_\_ Phone # \_\_\_\_\_

Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Time From \_\_\_\_\_ to \_\_\_\_\_ Room \_\_\_\_\_

Set Up Time \_\_\_\_\_ Function Time \_\_\_\_\_ Food Serving Time \_\_\_\_\_

CAC Set up \$30 Yes \_\_\_\_\_ No \_\_\_\_\_ Estimated Guests \_\_\_\_\_ Final Guest Count \_\_\_\_\_

A/V Required Yes \_\_\_\_\_ No \_\_\_\_\_ Screen \_\_\_\_\_ Microphone \_\_\_\_\_ Podium \_\_\_\_\_

POC Responsible for Payment \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Payment Due Date \_\_\_\_\_ Payment Amount \_\_\_\_\_ Paid Date \_\_\_\_\_

### Room Rentals or Parties: Please circle

Multipurpose Room A or B: \$30 per room, per hour

Movie Room \$30 per hour

Bar Room \$30 per hour

Aurora Play Room \$100 for 3 hours

Aurora Adventure Party Room \$150 for 3 hours

\$40/hour clean up fee if applicable

Setup fee \$30 per hour

• **Three hours minimum on all room rentals.**

\*Please see staff for party package options

## **Room Set Up**

**Theater Style**

**U Shape (Inside, outside or both seating)**

**Classroom Style (rectangle tables)**

**Banquet Style (round tables)**

## **Set Up diagram**

## **Notes**

## **Aurora Community Activity Center (CAC)**

The following information is provided to make planning your special event easier so that it will be a memorable event. Initial arrangements may be made in person or by telephone during regular hours.

### **INITIAL PLANNING**

\_\_\_\_\_( **Initial**) At the time of the initial booking, you must provide your full name, phone numbers, date of proposed function, approximate number who will be in attendance and the times. A single point of contact (POC) must be designated for making and confirming all arrangements. Functions initially booked by telephone or in person are considered tentative until the contract is signed and received by CAC employees to guarantee the booking.

### **BRINGING FOOD INTO THE CAC**

\_\_\_\_\_( **Initial**) All food and beverages must be supplied/ purchased through the Aurora CAC to include alcoholic party favors. In accordance with Army Regulation (AR) 215-1 no member, guest, or group will be permitted to bring food or beverage into a MWR FB&E facility for consumption on the premises. The only exception to this is certain specialty items that must be approved by the facility manager ie. specialty cakes, and desserts.

### **TAKE-OUT**

\_\_\_\_\_( **Initial**) The Aurora CAC can provide most of the catering menu for picking up at the Chinook Winds Grill. There will be a \$15 service charge. For all take-out orders to cover the cost of trays, plates, silverware and napkins.

### **GUARANTEED ATTENDANCE**

\_\_\_\_\_( **Initial**) The sponsor must contact the caterer no later than 5 business days prior to their function and provide a guaranteed number of guests who will attend. Meals are prepared according to the number of guaranteed guests. In the event the sponsor fails to provide a guaranteed number, the Aurora CAC will prepare for and bill the host/ hostess based on the last estimate of guests provided to the caterer.

### **ROOM ARRANGEMENTS**

\_\_\_\_\_( **Initial**) If the Aurora CAC staff is setting up, there will be a \$30 per an hour set up charge for the CAC to set up your function. If you choose to set up the room, you will be responsible for wiping down all tables, vacuuming and putting the furniture away.

### **AUDIO VISUAL EQUIPMENT, MICROPHONES AND PODIUM**

\_\_\_\_\_(Initials) There is a limited number of these items available. Please let the Aurora CAC staff know if they are needed for your event. The Aurora CAC is not responsible for any mal- function of equipment.

## **DECORATIONS**

\_\_\_\_\_( Initial) Decorations will be the sole responsibility of the sponsor party. Decorations cannot be attached to the walls, ceilings, chairs or tables without the approval of the Aurora CAC manager. The method of application must be of the type that will not damage the surface it is adhered to. Decorations must be removed immediately after your function. A \$150 fee is charged for cleanup of glitter, rice, confetti, rose peddles or other such matter that is thrown in or around the facility.

## **ROOM CHARGE / PRICING**

\_\_\_\_\_( Initial) The room should have personal items removed and customers should be ready to depart, and the end time stated in your contract. An additional fee of \$40 per hour will be charged for cleaning up by Aurora CAC staff. All prices are subject to change.

Upon request for after-hour operation. There will be an additional \$150/hour fee. Food purchases from Chinook Winds Grill are deducted from the room rental fee.

## **Billing & Payment**

\_\_\_\_\_(Initial) The POC is responsible for final head counts for meals and seating. FULL payment is due the day of event.

-Unit functions using unit funds for payment must obtain prior approval before funds can be used. See the unit fund custodian at the Financial Management Office of Family and MWR.

-For use of Government Purchase Cards. Reservations will be made at a minimum of a week or more in advance of the function. At the time of the reservation, we will provide an invoice and a payment is expected at least three (3) days prior to the event.

Purchase Order Requests must be presented 1 week prior to the event.

## **Alcohol Policy:**

\_\_\_\_\_(Initial) No alcohol can be brought into the Aurora Community Activity Center from outside sources. All alcohol must be purchased and distributed from FMWR (AR 215-1, para 10-8c). Alcohol requests will be initiated upon signing the Rental Agreement.

-Private Bar: These bars are set up for the exclusive use of your party guests. These bars can be provided on a pay as you go basis where each guest pays for his or her drinks individually or a Host bar where drinks will be provided for your guests at no charge to them and the total bill will be charged to your party. The minimum intake for either host or no host bars is \$300. If the minimum is not attained the difference between actual sales and guaranteed minimum will be added to the final bill.

## **CANCELLATION POLICY**

\_\_\_\_\_( **Initial**) The sponsor must contact the Aurora CAC Event Manager to cancel their event. Cancellations must be received of no more than 2 weeks prior to the event to avoid cancellations of fees. Cancellations before 2-week, no charge will be assisted. Cancellation fees will be charged accordingly.

1 Week - will result in a 50% fee of the estimated contract charges

48 working hours - will result in a 75% fee of the estimated contract charges

24 working hours - will result in a 100% fee of estimated contract charges

## **CONTACT INFORMATION**

Karen Mathews, Event Booking Manager, Aurora CAC

DSN: 907-873-4782 Email: karen.e.mathews2.naf@army.mil

Amanda Saarloos, Chef and Catering Manager, Aurora CAC

DSN: 907-873-4777 [amanda.j.saarloos.naf.@army.mil](mailto:amanda.j.saarloos.naf.@army.mil)

It is understood by parties concerned that the Aurora Community Activity Center is operated and maintained as a Family and Morale, Welfare, and Recreation facility for the primary use of Soldiers, Families, Retirees, and DoD Civilians to Fort Greely, Alaska or directly supported by it.

All parties must adhere to the carrying capacity of the rooms being rented. If more people show up for a party than is expected you will be charged an additional room rental fee to use another space, if available. If not available, you will be required to reduce the size of your party to room capacity.

It is the sponsors or POC responsible for setting up and breaking down/cleaning the room within the time that the room is rented. You will be assessed an additional fee if you show up early or run late. HANGING/ATTACHING WALL DECORATIONS IS NOT PERMITTED in any area – this includes, but is not limited to, attaching items to the wall by means of tape, tacks, putty, nails, etc. Failure to comply will result in a damage charge; the amount will be determined by management.

CAC Staff Signature \_\_\_\_\_

Date\_\_\_\_\_

Customer Signature \_\_\_\_\_

Date\_\_\_\_\_

