

# AURORA COMMUNITY ACTIVITY CENTER (CAC) EVENT AGREEMENT



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

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

Email Address: \_\_\_\_\_

Type of Event \_\_\_\_\_

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

Time From \_\_\_\_\_ To \_\_\_\_\_ Room \_\_\_\_\_ # of Guests \_\_\_\_\_

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

A/V Required Yes \_\_\_\_\_ (Detail in room set up section) No \_\_\_\_\_ Podium \_\_\_\_\_

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Paid Date \_\_\_\_\_

## **Room Rentals or Parties: Please circle**

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

There will be an additional \$40/hour clean up fee

Set up fee \$30/ Tear down fee \$30

- **Two hour minimum on all room rentals.**

**Requested Menu:**

## **Room Set Up**

**Theater Style**

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

**Classroom Style (rectangle tables)**

**Banquet Style (round tables)**

## **POLICES and PROCEDURES**

### **Pricing**

\_\_\_\_\_(Initial) As per AR215-1, 12-8; Prices, user fees, and other charges, (i) and 12-9.

- Special prices and privileges will not be given to functions designated as “command sponsored.” No person or group of people will receive special prices or privileges that are not available to all patrons.
- There will be an additional \$100/hour fee for Holidays and after hours of operation use of the facility.
- Room should have personal items removed and customers should be ready to depart and the end time stated on your contract. An additional fee of \$40 per hour will be charged for clean up by CAC staff.
- Food purchases from Fahrenheit Grille are deducted from the room rental fee.

### **Food and Beverage Policies**

\_\_\_\_\_(Initial) Fort Greely CAC offers a limited variety of food and beverage (alcoholic and non-alcoholic) options to enhance your event. Our professional staff will provide you with the finest service.

- For cancellations, please contact us no later than 3 days prior to your event. There will be a 50% cancellation fee (total event cost) for events cancelled less than 3 working days prior to the event and this includes food and beverages ordered.
- IAW AR215-1, 8-24, 17) (17) *Food and beverages from other than FB&E operations*. No member, guest, or group will be permitted to bring food or beverage into an MWR FB&E facility for consumption on the premises. (b) Wedding cakes and other specialty food items provided by the host of a private party or reception. Conditions will be arranged per the party contract. Any outside food must be provided through a licensed caterer.
- Special Events requiring food and beverage service thru the CAC must be made not less than one week prior to the event. Upon request we will order specialty wines, beers, and liquors for your event. However, any remaining quantities of these specialty items must be paid for in total at the contract price and become the property of the CAC.

### **Billing & Payment**

\_\_\_\_\_(Initial) A single point of contact (POC) must be designated for making and confirming all arrangements. All prices are subject to change.

- The POC is responsible for full payment. Payments for events may be made in cash or charge (Visa or MasterCard).
- 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 event.

### **Decorations**

\_\_\_\_\_(Initial) Special decorations can be brought into the CAC. Nothing may be attached to the walls or ceiling of any of the rooms without management approval, nor will any of the existing decorations be removed without prior approval of the CAC Manager.

-All personal decorations must be removed after your function or a clean-up fee of \$30.00 per hour will be charged.

-A \$150.00 fee is charged for cleaning up rice, confetti, rose petals or other such matter that is thrown in or around the facility.

### **Photographers**

\_\_\_\_\_(Initials) Any special arrangement for taking pictures is the responsibility of the sponsor and must be coordinated with the CAC staff. If a dedicated room is required for photos there may be an additional room charge. Please consult with the CAC staff accordingly.

### **Entertainment**

\_\_\_\_\_(Initials) Please inform the CAC staff 72 hours in advance if using a DJ or band for your event.

### **Flowers**

\_\_\_\_\_(Initials) Inform the CAC staff 72 hours in advance if floral arrangements will be delivered for your event.

### **Audio & Visual Equipment, Microphones and Podiums**

\_\_\_\_\_(Initials) There is a limited number of these items available. Please let the CAC staff know if they are needed for your event. The CAC is not responsible for any mal-function of equipment. If you need port access you must use a government laptop and a minimum of two weeks' notice is required for port activation. The CAC does not provide laptops.

### **Parties**

\_\_\_\_\_(Initials) POC is responsible for set up and clean up. A \$40.00 per hour cleaning fee will be added to your bill if the CAC staff is required to do more than normal cleaning after the party.

### **Liability**

\_\_\_\_\_(Initials) The sponsor assumes full responsibility for the conduct of all persons in attendance at the event and for any damages incurred to the center or persons as a result of the event. The CAC will not assume liability for lost or damaged articles left in the center prior to, during or following the event. Sponsors and their guest will conduct the event in an orderly manner and in compliance with the Fort Greely regulations. We ask for your cooperation in sharing responsibility for the conduct of your guests and ensure that no one under the age of 21 consumes alcoholic beverages. All rooms used during the event must be cleaned. All personal items must be removed from at the conclusion of your function, any items left behind will be disposed of. Exceptions is the sponsor will ensure the room is left in a tidy manner and will be responsible for any additional cost.

### **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 of Rental Agreement.

It is understood by parties concerned that the 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.

User is 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.

Room rental fee includes use of the space, tables, and chairs.

**CAC Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_