



Event Booking Form

Kathy Murphy • Events Manager •

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Contact Information

Name (Last, First, Rank)

Air Force Club Member

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Squadron/Organization

Military ID or CAC ID #

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Cell Phone Number

Alternate Office Number

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Email

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Event Details

Event Title: _____

Date: _____ Start Time: _____ End Time: _____

Estimated Number of Guests: ____ Minimum ____ Maximum

The event is for(check): Squadron ____ Organization ____ Personal ____

Desired Facility(check): The Club ____ Community Commons ____

Off Site _____

Desired Menu (check): Breakfast ____ Lunch ____ Dinner ____

Meal (check): Buffet ____ Served ____ Hors d'oeuvres ____

Party Bar¹ (check): Pay-as-you go ____ Open ____ Custom/Host ____

Special Requests:

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¹ There is a \$100 sales guarantee per bar for the first hour, and a \$50 sales guarantee per bar for each additional hour. If your party does not meet these minimums, a charge of \$75 per bar, per hour will be applied to cover bar labor.

Catering Deadlines

These deadlines must be met leading up to your event date in order to coordinate and execute a successful, stress-free event.

- +60 Business Days:** Begin reviewing the catering menu. If required, start coordinating a special menu suitable for your party. **
- 30 Business Days:** Special menu **must** be submitted. **
- 21 Business Days:** Menu and linen choices are due. **Client Initial** _____
- 14 Business Days:** Final menu selection, room set-up details, estimated number of guests, and contract to be signed.
- 10 Business Days:** Updated number of guests attending with current meal breakdown (if applicable) and confirmation of contract details. **Deadline for your RSVPs.** ***
- 7 Business Days:** Final number of guests attending and guarantee of meal breakdown (if applicable). Final payment is due to Cash Cage.
- 3 Business Days:** Final invoice sent to your email address. ****

90 minutes prior to event start time: Room will be open for decorating.

72 business hours prior to the event: Final payment due to Cash Cage.

IMPORTANT — Day-of Policies:

- Your contracted start time is firm. Day-of start time changes are subject to a \$100.00 fee and cannot be guaranteed based on staffing and room scheduling. **Client Initial** _____
- Any additional room setup requests made on the day of the event are subject to a \$100.00 fee. **Client Initial** _____

_____ *I acknowledge I have read the above catering deadlines and agree to follow.*

Party Host Name: _____

Sponsor Name: _____ **Date:** _____