

PRIVATE PARTY CONTRACT

Function Date: _____ NO. _____
 Name: _____ Branch of Service/Rank: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Business Phone: _____ Cell Phone: _____
 Type of Function: _____ *No. of Persons: _____ Start/End Time: _____
 Email Address: _____ *Time Food Served: _____

NOTE: * Indicate number of persons may change only up to seventy-two (72) hours prior to event
 Two (2) hour time limit on all buffets. Time starts when last pan is served.

BILLING BREAKDOWN

Party Plan - Adult _____	\$ _____
- Child _____	\$ _____
N/A Beverages _____	\$ _____
Linens _____	\$ _____
Labor _____	\$ _____
Additional Requirements _____	\$ _____
	Sub Total \$ _____
Bar/Keg _____	\$ _____
	Service Fee % \$ _____
	Total \$ _____
Date: _____	Less Deposit Received \$ _____
	Balance Due \$ _____
	Initials: _____

All reservations and agreements are made upon, and are subject to, the rules and regulations of the Integrated Support Command, USCG MWR and the following conditions.

ELIGIBILITY FOR CLUB USE Only member, his/her dependents and bona fide guests are authorized the use of club facilities. The member is responsible for all actions of his/her guests.

Civic and civilian non-profit organizations are permitted to use the club facilities with the approval of the installation commander or his/her representative.

In arranging for private function, the attendance must be definitively specified and communicated to the Club 14 by 12:00 noon 72 hours in advance. This number will be considered a final guarantee, not subject to the reduction, and charges will be made accordingly. Club 14 and MWR cannot be responsible for identical services to more than five (5%) over the final guarantee. If a final guarantee is not given 72 hours prior to the event to Club 14 or MWR, the number on this contract will automatically become the final guarantee. It is the client's responsibility to contact Club 14 or MWR with final guarantee.

Club 14 does not accept any responsibility for the damages or loss of any merchandise or articles left behind prior to, during, or following your function.

Client Initial: _____

PRIVATE FUNCTION HELD AT CLUB 14:

A private function is defined as any function other than official ISC or tenant command training. Examples: Change of Commands, Going away parties, luncheons, birthday parties, etc. are all considered private functions.

DEPOSITS: If private functions are being held at MWR's Club 14, 10% deposit is required. A seven (7) day written notice is required to receive a full refund of deposit. Failure to provide a written cancellation notice to MWR or Club 14 of cancellation may result in loss of deposit. Remaining payment in full is due and payable on the day of the actual private function.

PRIVATE FUNCTIONS HELD AT PLACES OTHER THAN CLUB 14:

MWR will provide chairs, tables, tableware, plates, glasses, utensils, serving equipment, and setup at no extra charge other than the agreed upon price for the rental of the banquet hall or rooms. A separate fee may be charged for the use of table linens, napkins, and other items and services noted in the agreed upon contract.

For private parties with groups of twenty-five (25) people or less, Club 14 will charge a \$40.00 labor charge.

Sponsor will provide alphabetized (by last name, first name) guest list to Club 14 no later than seventy-two (72) business hours prior to function for those attendees without base privileges/access.

Client Initial: _____

PRIVATE FUNCTIONS HELD AT PLACES OTHER THAN CLUB 14:

OFF PREMISE DEPOSITS: If a function is being held off premises, a twenty-five (25%) deposit of the total balance of the private function is required at the time of booking; or agreeing to, and signing the contract. The remainder of the balance, seventy-five (75%) is due and payable on or before the first day of the actual private function. A seven (7) day written cancellation notice is required. Failure to provide a seven (7) day written cancellation notice to MWR or Club 14 of the cancellation may result in additional charges not to exceed 40% of the final guarantee or lower number on this contract and the agreed upon rate per person.

For private functions being held off premises, Club 14 will be responsible for the delivery, setup, and serving of the products agreed upon in this contract. Club 14 is not responsible for providing tables, chairs, tableware, plates, glasses, utensils, napkins, and tablecloths. Club 14 may provide those additional services at an agreed upon fee noted in this contract.

For private parties with groups of twenty-five (25) people or less, Club 14 will charge a \$40.00 labor charge.

Client Initial: _____

From time to time, Club 14 reserves the right to utilize outside sources to provide specialty services deemed appropriate by Club 14.

REFUND POLICY: Cancellation requests must be in writing. The entire deposit will be refunded if function is cancelled 7-days prior to function date. Deposit amount will be considered payment for time, labor, and product purchase if cancellation request is less than 7 days.

PAYMENT POLICY: Balance of the total due after the deposit is required on the day of the function. Payments may be made by check, money order, or Master Card/Visa, Discover Card.

CLUB 14 IS A BAR/GAME ROOM FACILITY; ABSOLUTELY NO CHILDREN ARE ALLOWED IN BAR ROOM. FUNCTIONS SCHEDULED ON SUNDAY (CLUB IS CLOSED) MAY HAVE CHILDREN IN ATTENDANCE. THIS RULE MUST BE ADHERED TO FOR THE SAFETY OF CHILDREN AND CONSIDERATION OF BASE PERSONNEL.

Client Initial: _____

NO OUTSIDE FOOD WILL BE ALLOWED IN CLUB 14 AT ANY TIME, WITHOUT THE EXPRESSED WRITTEN APPROVAL OF CLUB 14 MANAGER OR MWR DIRECTOR, WITH THE EXCEPTION OF CEREMONIAL CAKES (I.E. BIRTHDAY, ANNIVERSARY, WEDDING, ETC.)

NO OUTSIDE BEER OR ALCOHOL IS ALLOWED AT CLUB 14 AT ANY TIME.

THE SPONSOR OF THIS FUNCTION IS RESPONSIBLE FOR THE ACTION OF HIS/HER GUESTS.

Club 14 reserves the right to make final decision regarding the above statements in this contract.

By signing and initialing where indicated on this Terms And Conditions Form/Contract acknowledges that the client has read the above information. Please include this form with your approved reservation request.

Notes/Comments/Instructions:

Menu

of Adults

of Children

Table Arrangement

Entertainment

I have read and understand the provisions stated above and will adhere to these rules.

Signature

Date

Club 14 Manager/Admin Assistant Signature

Date