

Policies

ELIGIBILITY

Active duty and retired military personnel and their family members, reservists, DoD employees, DoD contractors, Chamber of Commerce, Community support groups and other agencies approved by higher authority.

PARTY RESERVATIONS

Initial information for a function may be obtained by phone, FAX, e-mail or in person. Parties are confirmed when a minimum deposit is received and the host comes to the facility to sign the Event Agreement. Please make an appointment no later than **14 days** prior to the function to complete necessary arrangements. Prices, services and programs are not negotiable.

RESERVATION GUARANTEE

To ensure a successful event, the party host must provide a minimum guarantee of the number of guests at least three business days prior to the function. Food is prepared in accordance with the guarantee. If the guests should exceed the guaranteed number, we may have to substitute menu items for the increased number. Final billing will be based on the actual number of guests attending or the guaranteed number, whichever is greater.

TERMS OF PAYMENT

All Catering agreements will be paid by cash, check or credit card three working days prior to the event. If prior arrangements are made, per **DOD 7000.14-R**, payment should be made within two business days of an event. Failure to make payment in a timely manner will result in a late fee of **\$28.00**. This fee will be assessed if payment is not received within ten days of an event. All collection of delinquent accounts will be handled by the Community Service Support Office (CSSO) and will conform to procedures in DOD 7000.14R.

CANCELLATION POLICY

Functions may be cancelled without penalty if cancelled with **30 days** advance notice (except weddings and weekend events). Functions **not** cancelled within 30 days of the planned date will be assessed a charge in accordance with the current room charge based on four hours of usage or forfeit of the deposit. Weddings and weekend events cancelled less than 90 days will be charged 50% of estimated food and beverage charges and 50% of room deposit. Cancelled functions may transfer deposits to another function date to avoid loss of deposit.

ROOM ASSIGNMENT

Rooms are assigned by the event coordinator according to the number of guests. Events that are drastically reduced or increased in attendance may be relocated to another room, or in some cases, another catering facility. An entire facility cannot be closed for a private event unless specifically approved by higher authority.

ROOM AND SET-UP FEES

There is a room charge when the room is being used for meetings, retirements, and conferences. Room rates are for four hours and additional per hour rates are listed below.

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Room	Sunday-Thursday (0730-1600)	Friday & Saturday
Grand Vista	\$450/\$85 per addl hour	\$750/\$100 per addl hour
Grand Vista (12 hour rental)		\$1000
Grand Vista West	\$400/\$65 per addl hour	\$550/\$85 per addl hour
Grand Vista East	\$150/\$35 per addl hour	\$250/55 per addl hour
Bridge	\$100/\$30 per addl hour	\$150/45 per addl hour
Tremors	\$50/hour	\$50/hour

(Tremors availability varies – opens to the public at 3:30 pm)

All Receptions will be accessed a specified set-up fee. This fee covers linens, china, silverware, dance floor, podium, microphone, and labor. Guest set-up time prior to function will not exceed two hours without additional charge and is based on facility availability. Function scheduled time will not exceed five hours without additional charge.

CONFERENCE/SYMPOSIUM PACKAGE

Conferences will be assessed a \$250.00 fee per 50 attendees. Additional attendees will be assessed a fee of \$3.00 per person. This package includes a room for nine hours, linens, podium, flip chart with markers, microphone, screen, TV monitor, complimentary coffee, and water service. Additional breakout rooms are available for a fee. A charge of \$50.00 per hour will be assessed for conferences that exceed nine hours.

LINEN

Event coordinators can provide color and sizes of linen selections available within our inventory. Special requests will include rental and laundry costs, plus a nominal usage fee.

LABOR NEEDS

Additional labor may be used for events such as hosted bars and butler-style service. Current rates are **\$25.00** per hour. Events held on federal holidays will be accessed an additional rate based on 35% of room and beverage charges.

BEVERAGE NOTES

Complete bar service is available with a host or no-host option. Bartenders are only booked for two or more hours. To ensure the safety of patrons, the staff may refuse service to any guest. The minimum age requirement for the consumption of alcoholic beverages in the state of Washington is **21**. Hosts are responsible for ensuring that minors do not consume alcoholic beverages.

BAR CHARGES

There is a labor charge of **\$25.00** per hour, unless bar sales exceed **\$125.00** per hour. Custom bar setups will be accessed a **\$100.00** setup fee. Regular bar set up \$100.00

SERVICE CHARGES

AN 18% SERVICE CHARGE WILL BE ADDED TO THE COST OF ALL FOOD AND BEVERAGE ITEMS.

PROHIBITIONS ON FOOD AND BEVERAGES

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Navy and health directives (**BUPERS 1710.11C**) prohibit bringing any food or beverages into any facility. Ceremonial cakes are exempt from this rule. The Navy has exceptional health standards and wants to guarantee you the best food, beverage, and event services available. Please NOTE: NO FOOD SHALL BE REMOVED FROM ANY FOOD AND BEVERAGE FACILITY.

GUEST LIST

A guest list must be provided for any guests that are not authorized patrons. Please e-mail completed form of your guest list to our event coordinator at least 5 business days prior to your event to ensure admittance of all your approved guests.

SPECIAL GUESTS

If a distinguished guest, such as a high-ranking officer or public official, is invited to a function, please notify the event coordinator so that proper protocol can be observed.

OFF-PREMISE SERVICE CHARGES

There is an additional charge for all off-premise catered functions. Off-premise service charges will be assessed depending on individual event locations and requirements. Please ask your event coordinator for specific prices.

DECORATIONS

Decorations will be the responsibility of the host. No items will be affixed to walls or ceilings using tape, nails or staples. Thumbtacks are permitted. All decorations must be removed at the conclusion of the event. There will be a cleaning charge of \$50 for any decorations left behind. No rice, confetti or other materials are permitted to be thrown on the premises. Decoration time prior to function will not exceed two hours without additional charge and is based on facility availability.

MUSIC Arrangement for entertainment for private parties may be handled by the host or through the facility. Your event coordinator can assist in finding the perfect music to compliment your event.

LIABILITY AND DAMAGES

We reserve the right to inspect and control all events. We are not liable for any damage to, or loss of merchandise, equipment or articles left in any facility prior to, during or following the event. Host(s) will be held responsible for any injury, losses or damage to the building and/or host(s), hosts' guests. Damages will be billed to the host at market replacement cost plus labor.

I have read and understand the above information and agree to accept the terms set forth.

Name/Signature/Affiliation/Date

Date of Function (Day, Month, Year) Deposit Paid