

30th FSS
PACIFIC COAST CENTER
RESERVATION FORM

The Pacific Coast Center hours are Mon-Fri 0800-1600. Closed Saturday & Sunday, Family and Holidays.

Room rates listed below apply IAW DAFI 34-101.

Commanders/Directors calls, Official Promotion/Retirement Ceremonies and events are exempt from room fees during normal operation hours. Squadron/Unit CC coordination may be required.

Events deemed *exempt must take place during operating hours, requirements beyond normal hours will incur hourly fees.

1. Req/POC Name/Rank: _____

2. Duty Phone: _____ Mobile Phone: _____

3. Email Address: _____

1. Client/Organization: _____

2. Event Name: _____ Date: _____

3. Theme: _____ Beg. Time: _____ End: _____

4. Attendees Exp: _____

5. Meeting Room Set Up Style: Banquet Hollow Square U-Shape Theater Reception Classroom

6. Equipment and Services: LCD Projector/Monitor Microphone Podium Laptop Connect Wi-Fi

7. Other: _____

8. Food & Beverage: Yes No If yes please include request in email. Tablecloths (Qty) _____ \$5 each

ROOM REQUEST: *To digitally select boxes, double click box and select 'shape fill' from top under 'format'

- Ballroom 1 (Max. Occupancy 156) \$35.00
- Ballroom 2 (Max. Occupancy 156) \$35.00
- Ballroom 3 (Max. Occupancy 156) \$35.00
- Outside Patio (Max. Occupancy 20) \$35.00
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- Warrior Room 1 (Max. Occupancy 84) \$35.00
- Warrior Room 2 (Max. Occupancy 84) 35.00
- Heritage Room (Max. Occupancy 148) \$35.00
- Heritage Room Conference (Max. Occupancy 12) \$35.00

10. **FEES/CHARGES:** Room fees are based on 3 hour slots and the meeting space noted above for any event during operating hours of the Pacific Coast Center. For events where the group will be purchasing food & beverage from the Cafe; meal service in value equivalent to assessed room fees; room fees may be waived. Fees are due before and/or at time of check in unless fee is being waived for pre-planned food & beverage purchase during event. ***If you are not catering and require tablecloths, there is a \$5 fee per cloth. Any events that require before or after facility hours will be charged at \$35 per hour fee.***

11. **FOOD AND BEVERAGE:** All catered events must be contracted through the Pacific Coast Center. No off-base caterers will be allowed to cater events in the Pacific Coast Center. IAW DAFI 34-219 alcoholic beverages will ONLY be sold and served by 30th FSS staff. Please set meeting with Caterer for food & beverage needs information and latest pricing.

12. **CANCELLATIONS:** Cancellations must be made 24 hours prior to the event reservation. Cancellations made after this deadline or no-show may be responsible for payment of assessed room reservation fee.

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13. **PRIVATE FUNCTIONS/FUNDRAISING/INCOME GENERATING EVENTS:** All events of this nature will be charged the hourly room(s) fees for the duration of the event and must be pre-approved by the Pacific Coast Center Manager. Private Organizations wishing to host a fundraising event at the Pacific Coast Center must be in an active status with the 30th FSS Private Organization Coordinator and must have an approved fundraising event form prior to the event.

14. **ACKNOWLEDGEMENT:** POC/attendees of Pacific Coast Center are responsible for assuring that the procedures listed below are always followed and adhered to:

- POC is responsible for checking in with Pacific Coast Center staff before/after use.
- Patrons may not start setting up until the room has been inspected by a staff member.
- ***If no fees incurred, you are responsible for ALL set up, clean up and return of the room arrangement.***
- _____\$100 fee if not comply
- POC assumes full responsibility for all individuals attending your event function.
- ***Glitter, confetti are not allowed.*** _____ \$100 if not comply
- POC are responsible for any/all damages to facility.
- POC is responsible for all individuals consuming alcohol at your event.
- POC is responsible for providing volunteers needed and other equip./products for your event unless pre-arranged with the PCC.
- POC is responsible for the supervision of children under 18 years of age at all times. You may not charge for 'childcare services' in our facility.
- Mission requirements have priority and could cause your event to be moved/changed. Management will work with you to relocate your event.
- The PCC reserves the right to move your event based on the facility needs.

15. **ACCEPTANCE:** By signing and dating below, you agree that you have read and understand the preceding information and acknowledge that you are fully responsible for all fees, equipment and condition of the space utilized.

Requestor's/POC Signature: _____ Date: _____

FOR CENTER OFFICIAL USE ONLY

NO FOOD & BEVERAGE

FEES DUE: _____ AMOUNT PAID: _____ DATE: _____

COMMENTS: _____

FOOD & BEVERAGE

BEO #: _____ AMOUNT PAID: _____ DATE: _____

COMMENTS: _____

APPROVED: DISAPPROVED:

Event Manager, Pacific Coast Center

Date