

Fort Belvoir Community Center Room Reservation Request



Fort Belvoir Community Center Building 1200, Taylor Road
Fort Belvoir, VA 22060-5937
Phone Number: (703) 805-3714
Fax Number: (703) 805-5470



The Fort Belvoir Community Center provides a ballroom and lounge area for official military functions, private parties, weddings, and social events of various sizes to authorized DFMWR patrons (IAW AR- 215-1) so long as such activities are not for personal gain or organizational profit (IAW DoD Regulation 5500-7-R).

AVAILABILITY:

MONDAY - THURSDAY	0800-2200
FRIDAY-SATURDAY	0800-2400
SUNDAY	0800-2200
HOLIDAYS	CLOSED

RESERVATIONS:

IMPORTANT: The authorized patron responsible for making the reservation must be present on the reservation date and for the event itself. They will be held responsible for all guests and will be the only person contacted for questions regarding setup and the reservation. Reservations are taken on a first come, first served basis at the Fort Belvoir Community Center, Tuesday through Friday from 0800-1530. **Appointments are required to view the rooms, make reservations, and discuss room set up as well as make payments.**

CANCELLATIONS: The customer may cancel this agreement at no cost any time up to 30 days prior to the event date by providing written notice of such election to DFMWR. All reservations are subject to cancellation by DFMWR for various reasons. If a reservation is cancelled by DFMWR, a notice and full refund will be issued to the authorized patron as early as possible. DFMWR will make the best effort to accommodate the reservation request before cancelling. In the situation that an event must be cancelled by the chain of command to include the Community Center Director due to unforeseen circumstances to include inclement weather, a full refund will be issued to the patron.

Community Center Ballroom

PREMIUM BANQUET PACKAGE:

(Based on 200 people)

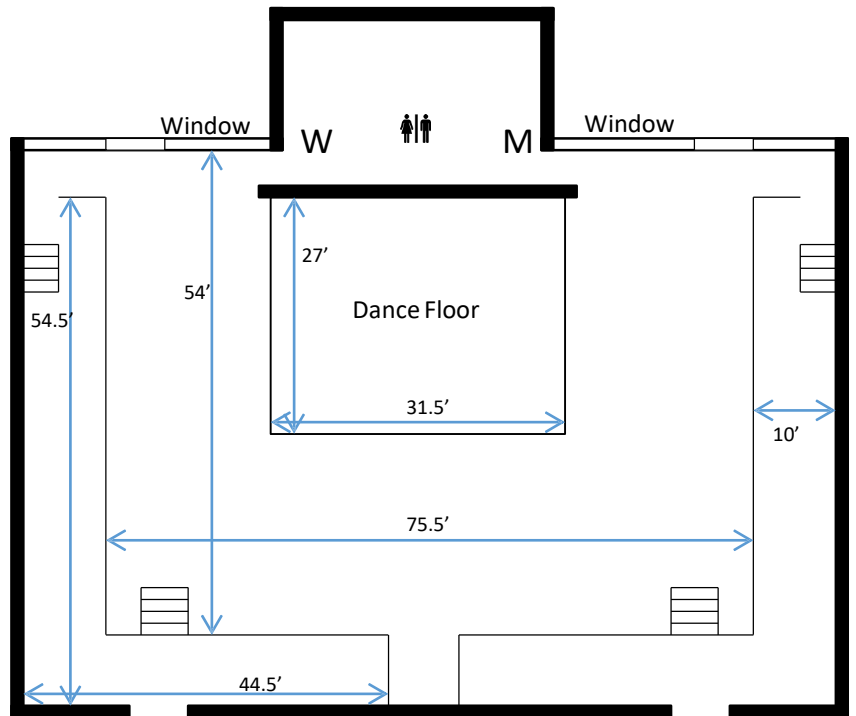
Items are based on availability

\$3200.00

0800-2200 Only

(Additional hours past 10pm is \$125/hr)

- Buffet plate setting (choice of 2 glassware)
- 200 Silver Chiavari Chairs
- 6 Chaffing Dishes
- Linen, napkins, table skirts
- Overlays (Max 20 per color)
- 4 Juice Dispensers
- Decorative Columns
- 8 hours Max



REGULAR PRICING:

Full Day ~ \$1200 (8 hours, 0800-2200)

Half Day Whole Room ~ \$600 (4 hours, 0800-2200)

Cleaning Deposit ~ \$200 (Refundable)

Bar Fees: **Based on Availability**

Cash Bar \$250 (4 Hours)
 \$500 (8 Hours)

Alcohol Fee: \$350 (Beer and Wine Only)

Room Max Capacity

350 (Standard table setup)

250 (Round table setup)

Community Center Ballroom Package includes the following:

- Projector & Screen
- Microphone & Podium
- Room Set-Up to specifications w/ standard chairs only
- Gazebo

Additional Hours

\$125 Room Rental each additional hour after 10pm

Reservations are only guaranteed upon payment of cleaning deposit. Full payment must be made no less than 30 days before the scheduled reservation.

Community Center Lounge

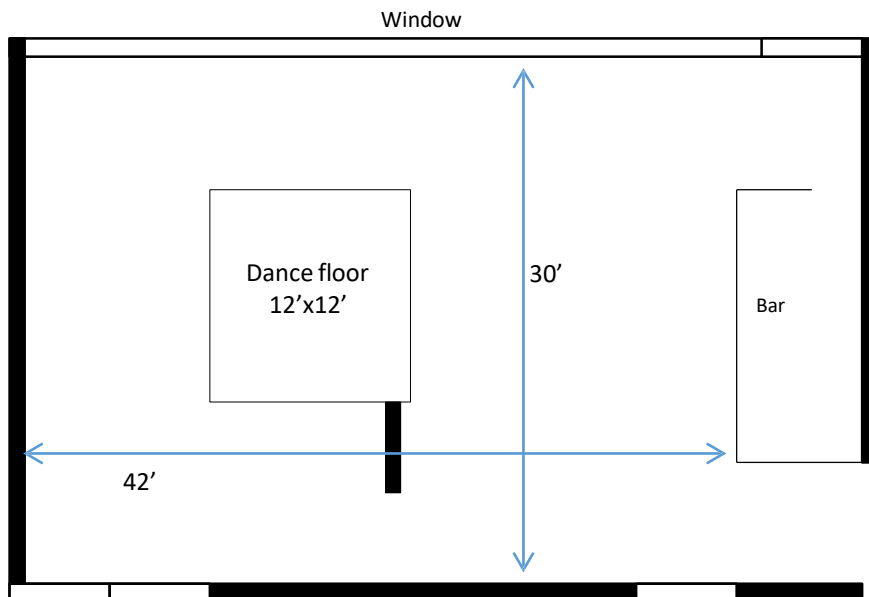
PREMIUM LOUNGE PACKAGE:

(Based on 50 people)

Items are based on availability

\$1000.00

- Buffet plate setting (choice of 2 glassware)
- 50 standard chairs
- 4 Chaffing Dishes
- Linen, napkins, table skirts
- Overlays (Max 20 per color)
- 2 Juice Dispensers
- 8 hours Max



REGULAR PRICING:

Full Day ~ \$600 (8 hours, 0800-2200)

Half Day Whole Room ~ \$300 (4 hours, 0800-2200)

Cleaning Deposit ~ \$100 (Refundable)

Bar Fees: **Based on Availability**

Cash Bar \$250 (4 Hours)

 \$500 (8 Hours)

Alcohol Fee: \$350 (Beer and Wine Only)

Room Max Capacity

75

Community Center Lounge Package includes the following:

- Projector & Screen
- AUX Hookup (Music/Ipod)
- Room Set-Up to specifications w/ standard chairs only
- Patio Deck

Additional Hours

\$50 Room Rental each additional hour after 10pm

Reservations are only guaranteed upon payment of cleaning deposit. Full payment must be made no less than 30 days before the scheduled reservation

EQUIPMENT RENTAL:

Various settings, linens, and catering equipment are also available for rent. Such rentals must be paid for in full 30 days or more prior to event date or they will not be authorized. Items can only be picked up 1 day prior to your event. **All rentals are subject to availability.**

<u>EQUIPMENT</u>	<u>INDIVIDUAL COST</u>
**Full Plate Settings	\$7 per person
Table Skirts	\$5 ea
Table Linens w/ Napkins	\$5 ea
Overlays	\$6 ea
Backdrop	\$5 ea
Red Carpet (3'x15')	\$15 ea
Chair Covers w/ Sash	\$3 ea (Rent-Out)
Chair Covers w/ Sash	\$7 ea (In-House)
Sashes	\$2 ea
Silver Chiavari Chairs	\$5 ea (275 Max)
Chiavari Chair Cushion	\$2 ea
Juice Dispenser	\$10 ea
Coffee Urn w/ Coffee	\$50 ea
Buffet Chaffer w/ Sterno	\$25 ea
Heat Lamp	\$20 ea
Decorative Column	\$10 ea
White Chairs	\$5 ea (120 Max)
Red Padded Chairs (Fri-Sun)	\$3 ea
Red Padded Chairs (One Day)	\$2 ea
Podium	\$50 ea
PA System	\$75 ea
Popcorn Machine	\$75 ea
Corn Hole (2)	\$30 ea
Photo Booth	\$300/\$500/\$950
Additional Hours	\$50
Custom Background	\$20
Lighted Cocktail Tables	\$30 ea
Stage (4x8)	\$30 ea

****FULL PLACE SETTINGS INCLUDE:** plates, silverware, 2 glassware choice, and linen napkins. Price also includes the full set up and break down of these settings.

PAYMENTS:

Payments may be made in person or over the phone via credit card (American Express, Master Card and Visa only). Checks may be written to IMWRF (Installation Morale, Welfare, and Recreation Fund). Checks must include Social Security number, address, and phone number, due to Army regulations. Cash is accepted as well.

REFUNDS:

Refunds will be granted for cancelled room reservations no less than 30 days out from the scheduled event date. Refunds will also be given if an event is cancelled due to inclement weather during which the installation is closed. Please allow up to two weeks to process refunds for checks or cash.

CLEANING DEPOSIT:

It is recommended that credit cards be used for deposits. In the event that a cash or check deposit payment is made, the refund will be delayed for a minimum of two weeks. To receive a cleaning fee refund, the authorized patron responsible for the reservation must complete a checklist with the event staff on site to ensure all cleaning has been completed to the facility standard.

WIFI:

WiFi is available throughout the facility but not guaranteed for your event.

RESTORATION:

If any damage occurs to the facility, or if any repairs or replacements are needed to the facility as a result of a renter's event, the renter shall pay DFMWR for such damages, repairs, or replacements upon demand by DFMWR.

FACILITY RULES:

- a. Only table or freestanding decorations are permitted. No decorations of any kind are authorized to be suspended from the ceiling. **Wall decorations are prohibited.**
- b. All decorations must be flame-retardant. Loose confetti, including rice, is not permitted. Bird seed may be used outside of the building only. Complete removal of all decorations is required prior to leaving the facility. The cleaning deposit will not be refunded in the event these policies are not followed. Please see the Cleaning Checklist at the end of this packet.
- c. Patrons are not authorized to leave items at the Community Center overnight, this includes equipment and food. All personal items should be removed immediately after the event. Neither the DFMWR nor the Community Center is not responsible for any items left in the facility that could be lost, stolen, or damaged.
- d. Children under the age of 12 must be accompanied by a parent or guardian at all times throughout the facility.

****The Community Center does not have individual room thermostats to control heating or air conditioning. During the above specified months, there may be some days when the temperature in the rooms may not be ideal throughout the facility. It may take a minimum of 48 hours to change over the system through an approval and work-order.****

DFMWR RESERVATION REQUEST FORM

Fill in information below

Name of Requesting Unit/Organization

POC (Name of responsible patron)

POC Phone Number(s)

Email address

Date(s) of Function

Start/Finish Time of Function

Type / Purpose of Function

 YES NO

Number of Attendees

Will Event Be Catered?

Catering Information

Event Coordinator (if applicable)

Coordinator Phone Number

YES NO

Is there a VIP list? If yes organization must provide a list of VIP's invited to and attending the event.

I _____ am not holding a function or activity for personal gain or organizational profit. I understand IAW DoD Regulation 5500-7-R Government facilities may not be used for personal or private gain.

YES NO

Is the facility being utilized for a fund raising activity? If yes organization must provide a request for fundraising.

Requestor's Signature

Date

DFMWR SITE RESERVATION AGREEMENT (please print)

Designated Representative: _____
Last Name, First Name, MI Rank/Social Security Number

Mailing Address: _____

Contact: (H) _____ (Fax) _____ (Email) _____

Check where applicable:

- I am catering the event.
- No Alcoholic Beverages will be served.
- Alcoholic beverages will be served during non-duty hours only; approval from the DFMWR is required.
- I request an exception to the alcoholic beverage policy so that alcoholic beverages may be served during duty hours. **Approval** from the Garrison Commander is required.
- I am requesting use of this facility for a fund raising event, approval from the Garrison Commander is required.

Fort Belvoir Community Center Staff will complete the following:

Facility Fee Receipt Date _____ \$ _____

Alcoholic Consumption	Approval Date	_____	DFMWR
	Approval Date	_____	GC

Notes

As the authorized representative of the stated group wishing to use this facility, I have read and understand the Fort Belvoir Facility Standard Operating Procedures to include the applicable rules and regulations for facility usage. I will comply with them and accept responsibility for the conduct and actions of the stated group and for the use of the above stated facility.

If alcoholic beverages are served, I will assure that nobody departs from the function while operating a vehicle under the influence of alcohol.

_____ I understand that any major setup changes made 2 hours prior to the start of the event is the responsibility of the POC of the party.

_____ I understand that MWR is not responsible for any catering duties such as; serving, cleaning or replenishing any foods.

_____ I understand that my caterer must be at the event for setup NLT 1.5 hours prior to the start of the event.

_____ I understand that I am only authorized to serve beer and wine if you are not using MWR bar service.

I understand that submitting false statements will result in the loss of fees and cancellation of the event without prior notification.

Designated Representative POC/Unit Commander

Date

Fort Belvoir Community Center Facility Use and Cleaning Checklist

Today's Date: _

Event POC: _

Phone: _

Email: _

Cleaning fee deposit will be refunded only after this form has been completed and the terms of the agreement have been met. Refund will be made the next business day following the event if paid by credit card. The person requesting the facility use agrees to abide by the following requirements:

- The facility will be left as clean as previously set up. A facility cleaning checklist will be provided; both the patron and a Community Center Staff Member will sign after use.
- All equipment will be supervised by an adult and returned undamaged. In the event that damage occurs, the contact person will be responsible for repair or replacement of the item.
- Caterers are responsible for cleanup and disposal of all their trash and boxes in the kitchen.** It is the responsibility of the renter to ensure the caterer is aware of their responsibilities. If the caterer does not follow guidelines, the renter risks losing the cleaning deposit. Caterers are not authorized to bring or serve alcohol at any time.

Signature: _____

DATE: _____

Cleaning Checklist

Please mark all check boxes on the far left hand side indicating that the person responsible has left the facility clean and in same condition prior to the event.

- - All table and chair decorations have been fully removed.
- - All floor decorations have been fully removed to include no signs of confetti or gum.
- - All wall decorations, if any, have been fully removed, including the push pins.
- - All equipment rented, if any, has been returned.
- - There is no damage to report.

Signatures:

Event POC: _____

DATE: _____

Community Center Staff: _____

DATE: _____