



MWR BAR RESERVATION

Reservations for Jox and Connections must be first approved through the Business Activities Director. Once reservation is confirmed and total cost is established payment can be made to the MWR Community Recreation Office in Midtown (Bldg. 175) on NAS 1. If you have any questions regarding reservations for Jox or Connections, please call 624-0502

Contact Information

Primary POC: _____ Cell Phone (Local): _____

Email: _____ Work Phone: _____

Command/Organization: _____ Estimated # of People: _____

Secondary POC: _____ Cell Phone (Local): _____

Event Details

Name of Event: _____ Event Date: _____

Event Start Time (include setup): _____ Event End Time (include tear down): _____

Description of Event: _____

Bartender Fees

Bartenders will be brought in 30 minutes before the indicated setup time and will be scheduled 30 minutes after the event end time. This provides the bartenders enough time to prepare the bar before and clean up the bar after the event. This time will be paid for by the customer.

Fee = \$30 per bartender per hour. This fee does not cover the cost of any alcohol. Fee will be calculated by MWR Business Activities Director and provided to customer.

Room Rental Fees

\$90 to rent either room for the day. Fee will not be prorated based on length of rental. Room rental fee will be waived if hiring a bartender.

Facility Requesting (Check One)

CONNECTIONS: Located on 1st Floor in Bldg. 157 (The Commons) on NAS 1. Includes access to current setup with tables & chairs, Wi-Fi, pool table, ping pong table, dart board, stereo, TV's with AFN, bar that serves wine and beer only, outdoor patio space and restrooms. User is responsible for setting up the room for the party and returning the room to the original room setup once complete.
Max Occupancy: 90

568 Lounge: Located in Bldg. 568 on NAS 2. Includes access to current setup with booths, bar tables & bar stools, Wi-Fi, pool tables, poker tables, darts, stereo (not DJ equipment), dance floor, slot machines, TV's with AFN, full service bar, outdoor patio space and restrooms. User is responsible for setting up the room for the party and returning the room to the original room setup once complete.
Max Occupancy: 200

ROOM RENTAL POLICIES & PROCEDURES

Please read, initial and sign below

- All facility reservations must be submitted for MWR approval. Reservations may only be made up to 90 days in advance. MWR will evaluate all reservation requests and notify the requestor of final approval status.
- Set up/teardown and care for the facility and equipment is the responsibility of the reserving party. Taping, nailing, or tacking items to walls is prohibited.
- Post event clean-up, which includes removal of non-bar trash and wiping down tables and counters, is to be completed immediately after the event and is the responsibility of the reserving party. Upon inspection of the room by the MWR bartender, and in the case the room is not cleaned, the cleaning deposit (if applicable) will be forfeited or future reservations will be withheld until the cleaning fee has been paid.
- Reserving party may provide food and drinks but outside alcohol is strictly prohibited.
- Reserving party must provide their own audio/visual equipment including laptop, projector and speakers for any presentations.
- The individual signing the rental agreement will be responsible for replacement or repair fees for damage sustained to room or items in room.
- MWR spaces shall not be used for events or activities which involve cultural observances, recognitions, or celebrations. Such events must be identified in the "Description" section above.

Please Initial:

A replacement/repair fee will apply for damage sustained to equipment. INITIAL: _____

Agreement:

I have read, acknowledge, and agree to follow all policies and procedures above.

Hold Harmless:

I agree to indemnify and hold harmless the United States, the Department of the Navy, CNIC and its military and civilian personnel from any liability in the leasing of MWR facilities and use of any MWR facility equipment. It is also expressly understood that I shall indemnify and hold harmless Navy Morale, Welfare and Recreation Division, the installation's Morale, Welfare and Recreation activity, and its personnel, in the event that negligence or other fault of the MWR caused or contributed to the loss or claim.

Print Name: _____ **Signature:** _____ **Date:** _____

MWR Staff Use Only

Reservation Confirmed by: Print Name: _____ Date: _____

Date and Amount Paid: _____ Receipt Number: _____