

Room Reservation Form



Host/Sponsor:

Name: _____

Squadron: _____

Work Phone: _____

Cell Phone: _____

Address: _____

City: _____

State/Zip Code: _____

Email: _____

Alternate's Name: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Event Details:

Date of Event: ____/____/____

Number Attending: _____

Start Time (Includes Setup): _____

End Time (Includes Teardown): _____

Room Requested: (Checkmark room)

- Grand Ballroom - \$75 Ballroom - \$50 Conference Room - \$45 DV Room - \$45

Description of Events: _____

Room Reservation Form



Service/Items Requested

Service/Items Requested: (Checkmark Items)

- Stage - \$25 Dance Floor - \$50 Tables - \$0 Chairs - \$0
 Podium - \$0 Microphones - \$0 Bar - \$150 Dessert Table - Free
 Pitchers - \$0 Dinnerware (Plates, silverware, cup) - \$50

Linens: Table cloths - \$2.50 ea. Napkins - \$.50 ea. Skirts - \$2.50 ea.

Color: _____

Catering: Dakota's (Limited catering) Outside Catering Company

Information: _____

Approximate Cost:

Room Requested: _____

Service Items: _____

Linens: _____

Catering: _____

Payment Info:

Cancellations must be made within 72 hours of your event to receive a full refund by contacting the Dakota's Staff at 28FSS.Community.Center@us.af.mil

Room Requested: (Checkmark room)

- Credit Card Cash Check

Customer Signature: _____

Date: _____

Dakota's Representative Name: _____

Representative Signature: _____

Date: _____

Guidelines



Event Policy:

Duty hours are Monday through Friday from 8am to 5pm

Room Reservations are available Monday through Sunday from 8am to 10pm.

Official Use: (No charge for room reservation)

- Event sponsor is responsible for setup and teardown on room requested.
- Event sponsor is required to properly clean up room and if not properly cleaned, an additional \$100 cleaning fee will be assessed
- There is a charge for linen usage, see tab Service/Items for expense.

Private Use: Personal parties and Private Organization fundraisers (*Revenue generating*).

- Fees are based on which room(s) is reserved, see below chart for details.
- Deposits are required for events booked 6 months in advance and are nonrefundable. Deposit is half of the total amount.
- Room fee is **nonrefundable** after cancelation policy if canceled after the 72 hour period.
- Room fee **must** be paid 2 weeks before the event date.

Decorations:

Host is responsible for decorations. To preserve the facility no nailing, tacking or taping to the walls, ceiling or any part of the club without approval by management. Decorations must be fire resistant and meet the fire codes of the base fire department with the exception of place cards and individual table decorations. The start time on the Room Reservation Form includes setup however if you need additional time contact management regarding pricing for additional time.

Large events:	250+	Decoration Setup Time: 2 hours
Medium events:	100 – 250	Decoration Setup Time: 2 hours
Small events:	50 – 100	Decoration Setup Time: 1 hours
Small events:	0 – 50	Decoration Setup Time: 1 hours

The host/sponsor is financially responsible for any damages to the facility.

Neither Ellsworth AFB or the Dakota's is liable for any loss or damage to merchandise, equipment or articles left in any facility prior to, during or following any event.

The host will be held responsible for any losses or damage to the building, equipment, décor or fixtures belonging to the Dakota's caused by the host or their guests. Damages will be billed to the host at market replacement cost plus labor.

Guidelines



Catering:

Dakota's can provide hors d'oeuvres, drinks, and bar services, for more pricing reference catering menu.

Host will be in charge of placing an order with an outside source for catering the event. Host must provide Dakota's the company that will be catering event prior to the event date.

Dakota's allows the use of refrigerators, ovens, warmers, dish room for catering company to use if needed.

Dakota's can provide at a cost chafers, sternos, serving utensils, as well as dinnerware for the event (plates, glasses, silverware).

Bar Services:

No-Host Bar: Guests pay at the Lounge and order their own drinks. Standard drink prices apply.

- Minimum \$75.00 per hour, for the first 2 hours.
- Bar sales below \$150 after the first two hours will incur a bar service fee of the difference

Host Bar: Host is responsible for payment. Drinks are dispensed to the guests free of charge with the host assuming responsibility for payment. Minimum Beverage sales apply.

Additional charges incurred if minimum beverage purchases are not reached.

- An open bar can be setup with a predetermined dollar amount or time limit
- A register tab will be computed until the pre-set limit is reached

Portable Bars: Not located within the Lounge.

- Portable bar (Beer and Wine) setups will incur a setup fee of \$50.00
- Portable bar (Liquor, Beer, and Wine) setups will incur a setup fee of \$75.00

Cancellation:

Cancelations must be made 72 hours prior to function date by phone, in person or email.