

Staff _____

Marine Corps Community Services South Carolina

Today's Date _____

Function Date _____

Unit _____

Function _____

Room Requested _____

Start Time _____ End Time _____

Number of Guest _____

PLEASE NOTE: A list of all guests that do not have base access MUST be submitted to Afterburners 2 weeks prior to the event. This list must have names and birthdates of all guests requesting access. Management will submit the list through base security prior to event for approval. Once approved management will contact host.

Event Sponsor _____

Telephone Number _____ (wk.) _____ (cell)

Is a projector needed? Yes/No

Is a podium needed? Yes/No

Will food be served? Yes/No

Number of Chafers Needed _____ Number of Sternos Needed _____

Will alcoholic beverages be served? Yes/No

Keg/Beer Request _____

Host understands that MCCS policy does not allow any outside alcoholic beverages in our facilities. All alcohol consumed at the event must be purchased at the facility bar. If this policy is breeched, your event will be terminated immediately _____ (int.)

Host understands that children under the age of 18 are not allowed in the bar area without parent supervision _____ (int.)

The host must be at least 21 years old, and assumes all responsibility for liability as it relates to damage and guests. The host assumes all liability and responsibility and will ensure that no alcohol is served to anyone

Cancellation Policy: Please give a 72 hour notice in the event of a cancellation

under the legal drinking age in South Carolina and the DoD. The legal drinking age is 21. The host also assumes liability for food being brought in the facility. M CCS assumes no liability _____ (int.)

All events are subject to cancelation should a command request the use of the facilities _____ (int.)

I understand and agree to the terms above

Host Signature _____ Date _____

M CCS Representative _____ Date _____

Summary Of Charges *to be completed by Staff		
	Cost	Function Charge
*Facility Usage Fee	\$250 flat rate	
**Non Operational Hour Charge	\$30/hour	
Sterno Fuel	\$2 each	
Alcohol		
	Total Charges	

*There is no usage fee charged to the unit for the following mission support events: PME, pre & post deployment brief, safety stand down, official command, unit, or battalion meetings, retirement events, official ceremony portion of change of command events, community relation meetings, official ceremony portion of Marine Corps Ball, mandatory training meeting. If function is a mission support event the appropriate charge sheet must be completed and submitted to management.

**There is a \$30 per hour fee charged during nonoperational hours.

Please email contracts to the following individuals.

petronejj@usmc-mccs.org

hardingej@usmc-mccs.org

Notes/Room Set Up: