Sasquatch Saloon Conference Space Reservation Form

Name: _____Phone Number: _____

Unit (if applicable): _____

Event Date:_____ Event Time: _____

Event Type:_____ Number Attending: _____

Policies

General:

1.This reservation is for use of the Sasquatch Saloon Conference Space. The bar area will remain open to public Wednesday-Friday, 1500-1900.

2. **Outside food and beverages of any kind (to include cake) is prohibited in the facility** per AR 215-1, Military Morale, Welfare, Recreation Programs, dated 24 September 2010.

> *Pizza available from Bowl Arena Lanes 253-967-4661

> *Catering available from MWR Central 253-967-7466

> https://jblm.armymwr.com/programs/mwr-central

2. No monies may be exchanged, for any reason, between anyone using this facility unless sanctioned by the JBLM Family & MWR (ie. private businesses, fundraisers, boosters etc.).

5. All video and sound requirements must be provided by the reserving party.

Set-Up / Clean-Up:

1. Conference space is self-set-up and the responsibility of the reserving party

2. No tables or chairs may be removed from the bar area.

2. Attaching decorations, signage, presentation materials etc. to the walls or doors via push pins, staples, nails, etc. is strictly prohibited. Only tape or command hooks may be used.

4. Reserving party is responsible for event clean up. To include, returning glassware to the bar, taking out the trash, returning chairs and tables to the storage area, and removing all items brought into the facility prior to 1900. Failure to do so can result in a minimum cleaning fee of $200.00.

Fees:

The Sasquatch Saloon Conference Space is available at no cost during Saloon operations hours: Wednesday – Friday, 1500-1900 (excluding Federal Holidays and DONSAs).

Reservations outside Saloon hours are $200.00 for a 4 hour period and $50.00 for every additional hour.

The Family & MWR has the right to refuse to book future events for groups/individuals who fail to comply with above listed policies.

Name:_____ Date:_____

Signature:_____