

MWR Catering Intake Form

253-966-7466 | JBLMmwrCatering@army.mil
American Lake Conference Center & McChord Club



Welcome / please pick your option below

- ☐ **Option 1 – MWR Catering Services:** Enjoy discounted room fees when you choose MWR Catering for your event. Our catering consultants are eager to discuss our diverse menu options and create a customized experience to make your event truly special. For food contracts exceeding \$4,500, additional room fee discounts are available.
- ☐ **Option 2 – Outside Food & Beverage DIY:** Military members are welcome to bring in outside food and beverages. Room fees include full setup and use of audio visual equipment. Linens are not included, and available for rent. You are able to bring all necessary items of your choice for serving and consuming your food and beverages, such as napkins, cutlery, glasses, utensils, chafing dishes, trays and bowls. Note: MWR kitchen and equipment are not able to be used for this option.
- ☐ **Option 3 – No Food or Beverage Service:** If you do not require any food or beverage service for your event, please indicate this at the time of inquiry.

Contact Information

Please check one:

☐ Garrison ☐ I Corps ☐ 62 AW ☐ Other

Unit: _____

Authorized Point of Contact

Provide one primary point of contact. This is the only person authorized to make contractual and operational changes to the event to include, but not limited to, meals, headcount, time lines and room layouts.

Name: _____

Active Duty ☐ Yes ☐ No

☐ Address: _____

☐ Phone: _____

☐ Email: _____ Unit: _____

Preferred contact method: please check one

Event Information

Name of Function: _____

Proposed Date(s): _____

Proposed Time(s): _____

(8 hours between 0600 - 0000)

Number of guests (estimated): _____

Facility requested: ☐ ALCC ☐ McChord Club ☐ McChord Pub ☐ Eagle's Pride Golf Course

Room(s) requested: _____ (if applicable)

Additional requirements: ☐ Audio Visual ☐ Bar Service ☐ Unit Funds Payment
(A/V needs, dietary restrictions, rehearsal requests, etc.)

Billing Point of Contact Information

☐ Same as Authorized POC

Billing POC: _____

Phone: _____

Email: _____

Address: _____

Policies

Please read and sign the following Policy Letter and return it to the MWR Catering office.

A confirmation of reservation will be sent to the POC once received.

1. **EVENT DETAILS/SET-UP:** Guest count, floor plans, set-up details, linen selections and the catering menu ***must be finalized with the catering office no later than 14 calendar days prior to your event.*** MWR Catering reserves the right to decline or change any request that would present a safety hazard or interfere with staff efficiency. Any additional charges that may apply due to special requests will be discussed and included in the final contract. If last minute set-up changes are required, only the authorized POC is permitted to coordinate directly with event staff on site.
2. **DEPOSITS, CONTRACTS & CANCELLATIONS:** Per IMCOM Regulation 215-1-1, IMCOM Business Operating Standards dated 31 May 2018, contract signing and all applicable deposits must be paid within 72 hours of making the reservation. At the time of the final contract signing the authorized POC is agreeing to the documented services to be provided by the facility and the amount to be paid by their organization for the event. ***The catering office must be notified 45 days prior to the event to receive a full refund of the deposit.*** MWR Catering reserves the right to refuse to book future events for POCs/Organizations that change or cancel events with little or no notice.
Management reserves the right to alter or cancel the reservation if any mentioned deadlines are not met. Reservations with Outside / DIY Food and Beverage are only available within 60 days of event date. Reservations beyond 180 days are only available if the contract exceeds \$5,000 total.
3. **FOOD & BEVERAGE:** Guests may opt for MWR Catering services (full-service or standard coffee/water) or provide their own food and beverages. If choosing the latter, guests must sign a Hold Harmless Agreement releasing MWR from liability for foodborne illnesses or alcohol-related incidents. For sanitation reasons, the two cannot be combined (ie: Half MWR/Half DIY) and a Hold Harmless Agreement. MWR kitchen facilities are unavailable for guest use. Guests are responsible for providing all serving supplies, as MWR does not provide these items. Please indicate your catering preference on the intake form.
4. **GUEST PASSES:** Access for guests without DOD ID cards will be coordinated through the catering office. ***Final access rosters must be submitted to the catering office 30 days prior to the event.***
5. **SERVICE CHARGE, DAMAGES & CLEAN-UP:** A 20% service charge will be added to all food and beverage items that are catered. Any damages to the facility will be evaluated and charged to the organization. Glitter, sparkles, flower petals, tinsel and confetti are not permitted and will incur a minimum \$250 charge, based on clean-up requirements. Damages to table clothes and napkins will be charged to the organization.
In addition:
 - MWR is not responsible for items lost, stolen or left behind.
 - Stapling or nailing decorations to facility walls is prohibited.
 - Decor or items left behind may result in additional cleaning/disposal charges.
6. **PAYMENTS:** Payment is due in full seven days in advance of event date. Management reserves the right to delay any event if payment is not received. Payments will only be accepted from the authorized POC.
7. **MENU PRICING:** All menu prices are subject to change based on market value and availability. Final pricing for menu selections will be available 30 days prior to event.

I HAVE READ AND AGREE TO THE POLICIES STATED ABOVE:

Authorized POC Signature

Date