



4 WING COLD LAKE EVENT REQUEST FORM

THE OFFICERS', WARRANT & SERGEANTS', AND JUNIOR RANKS MESS

EVENT INFORMATION

Event Type:

Event Name:

Guest Count Minimum:

Start Date:

**Event Start
Timing:**

End:

DD-MM-YY

Location:

Rooms Requested:

1st:

2nd:

Bartender Required: Yes | No

Food Services Required: Yes | No

If you require bar or food services, the 3rd page MUST be completed.

SPONSOR INFORMATION

Full Name:

Rank/Title:

Phone #:

Email Address:

Service #:



MESS AFFILIATION

Officers' Mess:

Warrant & Sergeants' Mess:

Junior Ranks Mess:

Other Dept:

OPI INFORMATION (POINT OF CONTACT) - IF DIFFERENT FROM SPONSOR

Full Name:

Rank/Title:

Phone #:

Email Address:

Signature of applicant: _____

Date: _____

OFFICE USE ONLY

Mess Manager:

Date:

Fees

Function Coordinator:

Bartender(s) Wages:

Bar Supervisor:

Function Coordinator:

Cleaning Fees:



To be completed by client responsible for PAYMENT of Function:

BILLING INFORMATION

Last Name:

First Name:

Middle Initial:

Service #:

Date of Birth:

Home Address:

City:

Province:

Postal Code:

Phone - Home #:

Cell #:

IMPORTANT INFORMATION

You must contact the Function Coordinator at least 30 days in advance to arrange for food and bar service requests.

FOOD & BEVERAGE: No food or beverage is permitted to leave the facility.

Please contact your Function Coordinator in advance to arrange.

PAYMENT: Payment in full is due (4) Business Days prior to the date of the event. If there is a remaining balance owing, it must be paid within 30 days on completion of the function.

CANCELLATION: If a cancellation is received less than (14) days prior to the event date, any and all costs that may have been incurred by the establishment must be paid.

Although infrequent, functions may be altered or cancelled due to a higher military demand.

Signature as understanding this agreement:

Signature: _____

Date: _____

OFFICE USE ONLY

Approved:

Denied:

Cancelled: