# Section A: Contact Information

**Royal Military College of Canada Messes Function/Facility Request Agreement**

|  |  |
| --- | --- |
| 1. Function Name: 2. CF1 Number (TBA): |  |
| 3. Function OPI: |  |
| 1. Point of Contact:    1. Cell Number:    2. Email:    3. Mailing Address:    4. Date Of Birth |  |

# Section B: General Requirement Info

|  |  |  |
| --- | --- | --- |
| 1. Proposed Date: |  | |
| 2. Proposed Times: |  | |
| 3. Estimated # of  Attendees: |  | |
| 4. Rooms Requested: |  | Dining Room |
|  | Coggins Club |
|  | Bar |
|  | Lounge |
|  | Patio |
|  | Commandants Room |

**Section C: Funding / Payment Information**

|  |  |  |
| --- | --- | --- |
| Budget for Event | $ | |
| Type of Event: |  | Mess Dinner  |
|  | Mess Event  |
|  | Commandant VIP Event  |
|  | College Wide Event  |
|  | Unit/ Section/ Departure Event  |
|  | D.W.D.  |
|  | Coffee Break / Briefing  |
|  | Other:  |
| Payment Format: |  | Public Funds |
|  | Cheque/ Cash/ Credit Card |
|  | AQR |
|  | NPF SSM Acct # |
|  | Cadet Mess Acct # |
|  | NPF Unit Fund # |
|  | Commandant Fund G.L. |
|  | Funds for Foundation |
|  | By the PSP Coordinator |
|  | By the OPI |

**Section D: Bar Requirements** (Check one or more below)

|  |  |
| --- | --- |
|  | Bar Service Required? |
|  | Bar Opening hours |
|  | Bar Closing hours |
| Special instructions (I.E. Wine with dinner) | |

**Section E: Food Requirements** (Check all that apply)

|  |  |
| --- | --- |
|  | Pass around appetizers |
|  | Dinner Buffet |
|  | Dinner Table Service |
|  | Lunch Buffet |
|  | Lunch Table Service |
|  | Breakfast Buffet |
|  | Finger Food Buffet |
|  | Coffee/ Dessert |
|  | Other: |
|  | Culinary Preferences:  Please Indicate any Dietary Requirements for guests: |

# Section I: Mess Confirmation

Event Has Been Confirmed by:

* Andy Sakell, Mess Manager(X6654)
* SSM Committee Member
* Lori Alves-MacPhail, Assistant Mess Manager(X6722)

Function Approval Signature Date: