

MESS FUNCTION BOOKING REQUEST FORM

MESS REQUESTED:

Buffalo Park Hall (Full Capacity 110)

WO's & Sgts' Mess (Full Capacity 154)

Junior Ranks Mess (Full Capacity 535)

Officer's Mess (Full Capacity 125)

Name of Requesting Unit/Sub-Unit/Organization (If Applicable)		
Type of Function:	Date of Function:	
Start Time:	End Time:	
Building Entry Time*	Building Exit Time*	
Bar Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	All Ranks Event? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Bar Open Time:	Bar Close Time:	
Barbeque Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Number of Attendees:	
Assigned Duty:	Service #	Duty Contact #

*Please indicate what time you will need access to the building, allowing time for Set Up/Clean Up if necessary. Also indicate if you will need access to the building, prior to your event date.

Event Organizer (Person Taking Responsibility for Building)

Service #	Rank	First and Last Name	Preferred Email	Cell Number

Unit CO Recommending Authority (If Applicable)

Service #	Printed Name	Signature	Date

OFFICE USE ONLY

<i>PMC's Concurrence (N/A for BPH)</i>		
Printed Name	Signature	Date
<i>Mess Manager's Concurrence</i>		
Printed Name	Signature	Date
<i>Approval Authority (IAW Para 8(b))</i>		
Printed Name	Signature	Date

Please return completed booking request forms to +WRTMESSBOOKINGS

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