

ANNEX A APPLICATION FOR FACILITY BOOKING



Applicants / Group Name :

Phone :

OPI:

Email:

Section:

Event Type:

Event Type:

THE FLIGHTLINE

Bartender (How Many)
 BBQ
 Stage
 Microphone
 Laptop/Screen
 Coffee/Tea
 Water
 Patio

BIRTHDAY PARTY OR EVENT GYM BOOKING

Tables (How Many)
 Chairs (How Many)
 Fridge Access
 Physical Activity Equipment
 Laser Tag (8 players) \$20 flat rate

• Physical Activity Equipment can include: Balls, Parachute, Roller scooters, hula hoops and more!

RATES

Military \$20.00 X # of Hours
 Ordinary (DND) \$25 X # of Hours
 Associate (Civilian) \$35 X # of Hours

Single Day Event:

Date :

Time :

Multi - Day Event:

Date : Date : Date : Date : Date :

Time : Time : Time : Time : Time :

Attendants Numbers (Approximate) : / / /
(Military Members) (DND Employed Civilian) (Civilian) (Minors)

Other Items/ Event Notes : _____

Signature of Applicant : _____

Date : _____

- For events over 7 hours, 2 bartenders are needed.
- The Mess Administrator needs 14 days for administrative preparations.
- Hourly rates may apply based on booking needs.
- The applicant is responsible for damages and cleaning costs. A gratuity may be added based on the event type.

Flightline Final Approval

PSP Signature:

All Ranks Mess Only _____

Rep Signature of approval : _____

Flightline Bar Area : _____

PSP Signature of approval : _____

Final Approval : _____

Commanding Officer : _____

For any questions or to send a completed application, email: Bayer.Georgia@cfmws.com

Gymnasium Facility Terms and Conditions:

PSP Signature:

Each participant and/or guardian will sign a PSP Release of Liability Waiver.

Initial of Applicant

Arrive 30 minutes before your booking to set up your event.

Initial of Applicant

Facility must be clean & your event taken down before you leave in allotted time.

Initial of Applicant

Overage of Time using the facility will be charged at the hourly rate.

Initial of Applicant

Garbages must be taken out after event.

Initial of Applicant

For any questions or to send a completed application, email: Cornelissen.Kira@cfmws.com