

Waterloo Officers' Mess Facilities Request



Date Submitted: _____

Request to use the Officers' Mess on: _____

Public Request for Facility

Contact Name: _____ Organization: _____

Contact Phone Number: _____ E-mail: _____

Contact Signature: _____ (by signing contact agrees to administrative and financial responsibility for function)

Internal Request

I (Rank _____ (Name) _____,

The applicant must be a member of the Mess who is responsible and present for all aspects of function until the bill is settled.

Contact Phone Number: _____ Organization/Unit: _____

Home / Cell Number: _____ Members' E-mail: _____

Members' Signature: _____ (by signing member agrees to administrative and financial responsibility for function)

Room(s) Requested:

Ballroom: Timings: _____ Sports Bar: Timings: _____

Vice-Regal: Timings: _____ Patio: Timings: _____

Main Bar: Timings: _____ Bar-B-Que: Timings: _____

Type of Function: _____

(if audio equipment is required ensure your unit tech is available for set up)

Total estimated number of attendees: _____ (must be confirmed one week prior to function date).

Officers/Members: _____ Senior Non-Commissioned Members: _____ Junior Non-Commissioned Members: _____ Civilians: _____

Terms

1. Mess functions will be given first consideration/ Operational requirements can supersede function status.
2. Each request will be subject to the Bar, Mess and Kitchen availability.
0. Mess Dinner requests on Thursdays must start after 18:30 hrs.(no guests to enter the mess till this time)
3. When a request is approved, the Mess will send the applicant a confirmation for the use of the facility.
4. There will be a 15% administrative fee or Minimum \$150.00 added to private non Mess functions.
5. OPI is responsible for room, table and chairs set up and tear down prior to 11:00 hrs the following day.
6. Please check calendar for availability prior to booking [+Base Borden Officers Mess @ CFSTG PSP@Borden](#)
7. **No Alcohol of any type will be brought into the mess, this includes for consumption or as a gift/prize to mess patrons.**
8. **Please be advised that once a final invoice has been provided to the OPI, payments must be received within 2 weeks for processing.**

ADMINISTRATION OFFICE USE ONLY

NPP Kitchen Manager: Able to provide Yes _____ No _____ N/A

Bar Supervisor: Able to provide Yes _____ No _____ N/A

Mess Manager: Recommended Yes _____ No (Reason) ____

PMC: Approved Not Approved **PMC Signature:** _____ **Date Approved:** _____