



Arctic Warrior Events Center Contract for Events

907-552-2345

773fss.fsw.awec@us.af.mil

9387 Kuter Ave, JBER Alaska 99506

CONTACT INFORMATION

NAME: _____ EMAIL: _____ PHONE: _____

NAME OF FUNCTION: _____ DATE(S): _____ TIME(S): _____

NUMBER OF GUESTS: _____ OFFICIAL/NON-OFFICIAL **Non-Official**

ROOMS REQUESTED: CONFERENCE ROOM SUSITNA ROOM OLDE LOUNGE DENALI ROOM
 BILLY MITCHELL ROOM

AV REQUESTED: **No** CLASSIFIED: **No** ALCOHOL: **No**

BILLING INFORMATION:

BILLING

POC: _____ EMAIL: _____ PHONE: _____

CHARGES ESTIMATE:

ROOM FEE: _____ ALCOHOL FEE: _____ ADDITIONAL HOURS FEE: _____

I HAVE READ AND AGREE TO THE POLICIES STATED ABOVE AND AUTHORIZE PAYMENT FOR RESERVATION

Authorized POC Signature

Date

POLICIES

1. **EVENT DETAILS/SETUP:** AWEC team reserves the right to decline or change any request that would present safety hazard or interfere with staff efficiency. Any additional charges may apply due to special requests and will be discussed and included in the final contract. AWEC provides tables and chairs already existing in the facility. The POC is responsible for self-set up of the room and must set up and clean up room within the reservation time block.
2. **DEPOSITS/CONTRACTS/CANCELLATIONS:** Contract signing, and payment must be made within 72 hours of receipt of contract to hold reservation. A temporary hold will be placed until payment and signed contract is received. If payment and contract is not received within the specified 72 hours, the reservation hold will be cancelled. At the time of signing contract, the POC is agreeing to the documented services to be provided by the facility and the amount to be paid by the organization for the event. AWEC reserves the right to refuse to book future events for POCs/Organizations that change or cancel events with little or no notice. POC(s) is to notify AWEC as soon as possible concerning any proposed changes or cancellations to their event to include schedule adjustments. Failure to cancel within 48 hours of an event will not be eligible for refund of any room fees or bar fees.
3. **FOOD & BEVERAGE:** Any food or beverage brought into the facility must be pre-approved by AWEC. Food brought into facility cannot be sold at AWEC.
4. **ALCOHOL:** 773 FSS is first right of refusal to provide alcohol services for any event. Only if a written confirmed non-availability is received, a POC may complete processes to self-serve alcohol which consists of completion of AWEC Alcohol Memo signed by command team as well as completion of DRAM shop Theory Training.
5. **BASE ACCESS:** All visitors to the AWEC must be authorized DoD ID card holders. Those that are not DoD ID authorized card holders will need to have their sponsor coordinate base access passes. The AWEC will not sponsor individuals onto JBER.
6. **SERVICE CHARGE, DAMAGES & CLEAN UP:** Any damages, theft, or vandalism to the facility will be evaluated and charged to the organization or POC(s) listed on the contract agreement. Damages will be assessed based upon inspection pre-event and post-event conducted with AWEC representative and POC(s). AWEC is not responsible for items lost, stolen or left behind. Open flame candles, glitter, sparkles, and confetti are not authorized in the facility. Items left behind after an event will result in additional cleaning/disposal fees. POC(s) are responsible for all clean up to include; vacuuming, mopping, wiping down tables/chairs, and placing tables and chairs back orderly, removal of trash.
7. **PAYMENTS:** Payment is due in full 72 hours after AWEC sends contract and must be sent in with signed contract to Organizational Box. Management reserves the right to delay any event if payment or contract is not received or secured. Payments will only be accepted from authorized POC(s) annotated on contract. Payment is only authorized via Credit Card.
8. **RESERVATIONS:** Requests can be submitted to the Org Box and are facilitated through this avenue only. A confirmation of reservation is provided via calendar invitation. Rooms are on a first come first serve basis. Due to mission requirements, higher authority direction, or failure of POC(s) to adhere to policies or regulations, reservations may be moved or cancelled entirely. Every effort is made to accommodate if this happens, although a remedy may not always be available, so we highly recommend having a backup location for event in case of cancellation. If reservation is cancelled, a refund will be issued to POC(s). Reservations in the Billy Mitchell room can be moved at any time.

I HAVE READ AND AGREE TO THE POLICIES STATED ABOVE

Authorized POC Signature

Date