



ARCTIC WARRIOR EVENT CENTER

Reservation Request/Contract

9387 Kuter Ave., JBER, AK 99506

907-552-2345

773FSS.FSW.AWEC@us.af.mil



Event Requested					
Name of Function:		Unit			
Date(s) of Event					
Time of Event (Must Include Set Up and Clean Up)	Setup Time:		*Please note that the facility only provides tables and chairs and does not supply any additional items such as tablecloths, utensils, office supplies, chargers, AV cords or garbage bags*		
	Event Time:				
	End Time:				
Do you need A/V COMM Support Capabilities? (projector, microphone, MP3, Bluetooth)		Facility can hook up via HDMI-VGA connections for your computer*			
Classified Materials?		If Yes, Fill out SOU/Checklist on pages			
Estimated Number of Attendees					
Room(s) Requested: (select all that apply)		Rooms	CAPACITIES		A/V Available
Susitna Room		Conference Room	Standing	Seated	yes
Olde Lounge		Susitna Room	154	103	yes
Denali		Olde Lounge	500	300	no
Billy Mitchell Room		Denali Room	120	56	no
Permafrost Pub		Billy Mitchell Room	60	36	yes
Talkeetna Theater (please see attached file and email for key pick up)		Permafrost Pub	70	24	yes
		Talkeetna Theatre	205	56	yes
			866	Stage-76	yes
Are you using catering?					
Do you need Alcohol/Bar Service?		If yes, please fill out page 3 and 4			
Highest Rank/Name of Attendee(s)					
Name/Rank/Title					
Name/Rank/Title					
Function Point of Contact		Alternate Phone POC			
Name/Rank		Name/Rank			
Duty Phone		Duty Phone			
Cellphone		Cellphone			
Email (Official)		Email (Official)			



Arctic Warrior Events Center Contract for Events

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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. 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. CONTRACTS/CANCELLATIONS:** Contract signing must be made within 72 hours of receipt of contract to hold reservation. A temporary hold will be placed until signed contract is received. If contract is not received within the specified 72 hours, the reservation hold will be cancelled. 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 for bar fees.
- 3. FOOD & BEVERAGE:** All catering is to be coordinated by licensee and they are to notify AWEC staff that event is being catered by a third party. Any third-party vendor is not authorized to utilize AWEC facilities to prepare or cook any food or store any items associated with service offered. Food/drink must come ready to serve and prepared. Food brought into the 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 FOR ALCOHOL SERVICE:** 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. 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



Arctic Warriors Event Center & Permafrost Pub Alcohol Contract Form

9387 Kuter Ave, JBER-E, AK 99506
907-552-2345/907-552-3298
773FSS.FSW.AWEC@us.af.mil



We are excited to have the opportunity to provide bartending and alcohol services for your event. To ensure a smooth and enjoyable experience for both parties, we have outlined the terms and conditions of our services and policies in this contract. Please review the details below carefully and sign to confirm your agreement.

SERVICES PROVIDED:

The Arctic Warrior Event Center (AWEC) agrees to provide the following services:

1. Bartending Services: This includes the setup and operation of an equipped bar and DRAM Shop certified bartenders. For more than 50 attendees, two bartenders are required.
2. Alcohol supply: The AWEC will supply the agreed upon alcoholic beverages and other related items as specified in the contract.
3. Service Hours: Bartending services will be available for agreed upon timeframe from POC and AWEC representative. See chart below for pricing.

Bartending Service Hours: _____

ARCTIC WARRIOR EVENT CENTER TERMS AND CONDITIONS:

- A. AWEC/Permafrost Pub is operated and maintained by the 773d Force Support Squadron for the primary use of active-duty personnel, civilians, retired military personnel, and their dependents. Outside organizations and groups can reserve the facility with the understanding that they are responsible for securing passes for those who do not already have them and for the actions of those who they bring onto the installation.
- B. The POC may request a walk-through of the facility and provided set up with no less than 48 hours' notice during business hours.
Walkthrough requested: _____ Date: _____ Time: _____
- C. AWEC/Permafrost Pub is not responsible for loss/theft/damages to personal property or guests at the facility, including the parking lot. AWEC/Permafrost Pub is not responsible for adverse conditions caused by outside vendors. AWEC/Permafrost Pub is not responsible if facility seating and A/V equipment does not meet the POC's expectations. AWEC/Permafrost Pub is not responsible for adverse conditions caused by outside vendors.
- D. In accordance with AWEC's OI 32-1101, paragraph 4.11, our team supports bartending services for each event. If our team is unable to support your event, the POC is responsible for providing DRAM certified bartenders and a memorandum from POC's unit commander requesting to serve alcohol no later than 48 hours prior to the event.
- E. The POC will be responsible for payment on the day of their reservation and any charges to meet minimum sales. POC will have the option to have an open tab or have patrons purchase alcohol at their event. Meeting minimum bar sales is nonrefundable. This process can be later discussed with bartending staff. **POC Initial:** _____
- F. The POC may use Force Support Squadron Bucks for their event, however FSS Bucks are nonrefundable.
- G. In reference to AFI 34-219, paragraph 2.5, alcoholic beverages not purchased at the AWEC/Permafrost Pub facility are not allowed on the premises at any time.
- H. Should there be any violation of the rules or policies of AWEC/Permafrost Pub, the POC will be notified and requested to remove the offending participants or groups from the facility.
- I. Any children brought into the facility must always remain under adult supervision. The AWEC/Permafrost Pub Staff is not responsible for children that are unsupervised.
- J. If there is any damage to the facility or property, the organization and POC will be held responsible for those damages. **POC Initial:** _____
- K. POC is responsible for cleanup and removal of any outside vendor's property and equipment. POC is responsible for minimal cleaning of facility at end of function. Trash must be bagged and removed to the dumpster provided on the property.

Pricing for Alcohol Events

Hours of Service	Less than 50 Attendees	50-100 Attendees	More than 100 Attendees
1 HR	\$60	\$150	\$200
2 HRS	\$120	\$300	\$400
3 HRS	\$180	\$450	\$600
4 HRS	\$240	\$600	\$800
5 HRS	\$300	\$750	\$1000
6 HRS	\$360	\$900	\$1200

I have read and agreed to the Arctic Warrior Event Center and Permafrost Pub services provided terms and conditions.

POC signature: _____ Date: _____