

PRIVATE PARTY

FACT SHEET

RESERVATION TIME FRAMES

- **MONDAY & FRIDAY:** 8 A.M.- 8 P.M.
- **TUESDAY-THURSDAY:** 8 A.M.- 2:30 P.M.

WHAT'S INCLUDED IN VENUE RESERVATION

- BLUETOOTH SPEAKER SYSTEM (HOW-TO GUIDE AVAILABLE)
- 3 SIX FOOT TABLES, TABLE CLOTHS & SKIRTS*
- ACCESS TO FACILITY 30 MINUTES BEFORE/AFTER FOR SET-UP/TEAR DOWN
- GARBAGE BAGS/TRASH CANS
- CHILDREN ARE PERMITTED WITH ADULT SUPERVISION
- 100 PERSON CAPACITY LIMIT

RESERVATION COST DETAILS

- \$150/HR
- \$150 SECURITY DEPOSIT MUST BE PLACED AT TIME OF BOOKING.
- FULL PAYMENT MUST BE PAID 7 DAYS PRIOR TO EVENT
- CREDIT CARD PAYMENT ONLY AT MWR TICKETS & TRAVEL

ALCOHOL EVENTS

- \$100 FOR BARTENDER FOR 3 HOURS - EVENT MUST BE SCHEDULED 2 WEEKS IN ADVANCE TO SECURE BARTENDER. ADDITIONAL HOURS - \$25/HR FOR BARTENDER
- TIPS MAY BE MADE VIA CASH OR CREDIT CARD

*ADDITIONAL ITEMS MAY BE RENTED THROUGH THE MWR TICKETS & TRAVEL OFFICE.

PRIVATE PARTY

VENUE DETAILS

- CUSTOMERS GET 30 MINUTES BEFORE/AFTER EVENT FOR SET-UP/TEAR DOWN.
- FURNITURE MUST BE PUT BACK IN ORIGINAL LAYOUT
- ALL DECORATIONS MUST BE REMOVED.
- NO PERMANENT ALTERATIONS MAY BE MADE.
- ANY ITEMS LEFT IN THE FACILITY UNATTENDED ARE AT THE SPONSOR'S RISK.
- TRASH MUST BE TAKEN OUT TO NEX DUMPSTER ACROSS THE STREET.
- ACCESS TO A FRIDGE IS NOT AVAILABLE.
- ACCESS BEHIND THE BAR IS NOT AVAILABLE.
- STAFF WILL GIVE YOU ACCESS TO THE SPACE AND WILL PERIODICALLY CHECK IN ON THE EVENT.