

MEMORANDUM

5545-1 (Hospitality Mgr)

Date: \_\_\_\_\_

USE OF MESS FACILITIES

1. Permission is requested to utilize the WO & Sgts' Mess for the purpose of a \_\_\_\_\_ to be held on \_\_\_\_\_, 20\_\_.

2. **Sponsoring Member** is \_\_\_\_\_ Local \_\_\_\_\_

3. In attendance will be:	Requests:	
a. _____ Officers	a. DJ	<input type="checkbox"/> Time required _____
b. _____ Snr NCOs	b. Barbecue	<input type="checkbox"/> Refund applied
c. _____ Junior Ranks	c. Catering	<input type="checkbox"/> Time required _____ Company _____
d. _____ Civilians	d. Other	<input type="checkbox"/> _____
Total _____		

4. I request the Lounge / Stand Easy (circle one) is available from \_\_\_\_\_ until \_\_\_\_\_ hrs. I am aware that I am responsible for the person(s) in the building/room that are present at this function, and that I will be the last remaining member to leave. (See note) I have also been made aware that all furnishings (tables, chairs, cabinets, etc) that are moved for the function will be replaced as soon as possible.

5. Enclosed with this request is \$50.00, which I understand to be an administration fee for the use of the facilities. YES <<< (check one) >>> NO

6. Signature of OPI \_\_\_\_\_.

7. For your approval:

	<b>PMC</b>	<b>COS ( OM all ranks functions only )</b> <b>CWO ( WSM/EPC all ranks function only )</b>
<u>Mess Manager</u>		
Confirmed / date available	Approved / Not Approved	Approved / Not Approved
_____	_____	_____

- Note:**
- (1) When permission is granted for the private use of the mess facilities, the constitution and bylaws will be strictly adhered to.
  - (2) Any costs of damages incurred by the private use of mess facilities, will be borne by the member sponsoring the private use of such facilities, including mess furnishings
  - (3) **Fee is required before function approval. The Administration Fee is refundable upon cancellation.**
  - (4) **EL PRADO CLUB ONLY:** In the cases that a DJ is not available, the cost of hiring a DJ of their choice, will be borne by the individual booking the function.
  - (5) **WO & SGTS' MESS ONLY:** Staff wages are to be paid by the function. Amount of charge will depend on number of staff and hours worked.

If signage for your event is planned, you must be pre-approved to do so by the Base CWO (3045) / Base Duty Sgt (3044). All signage must be removed within 24 hours following the event or an applicable fee to remove all signs, will be charged to you.

**\*\* All advertising for private functions must be approved through the booking mess manager.**