

FAQ Party Facility Rentals

Train Station and 49er Lodge



1. **How do I begin the process of renting one of these facilities?**
 - a. Please visit our website at www.thewestpointclub.com Under the blue accordion strip, "The Grounds", there is a thumbnail "Party Facility Request Form". Fill it out completely and e-mail back to the club at catering@usma.edu
2. **Who is eligible to rent the party facilities?**
 - a. United States Corps of Cadets, Active duty military personnel assigned to or stationed at West Point, civilian employees and Stewart Army Sub Post employees, their dependents, and other persons as authorized by the Garrison Commander.
3. **What are my responsibilities when I rent a government facility?**
 - a. The building and property and any cost for loss/damage to the same.
 - b. Removal of all supplies, equipment, and decorations brought in the facility. The building must be cleaned and ready for closing at the time stated in your rental contract.
 - c. To ensure time required for set-up and breakdown of the event is included in the contracted times of the event.
 - d. Payment for the use of the Party Facility.
4. **Do you have pictures of both facilities?**
 - a. Yes. Please visit our website, www.thewestpointclub.com Under the blue accordion strip, "The Grounds", there is a thumbnail "Photos of Train Station and 49er Lodge".
5. **What is the pricing structure to rent the facilities?**
 - a. The hourly pricing structure can be found on line - www.thewestpointclub.com Under the blue accordion strip, "The Grounds", there is a thumbnail "West Point Club Facility Rental"
6. **Are there specific guidelines when renting the facility?**
 - a. Yes, upon booking and signing your contract, our caterers will furnish you with a list of "Do's and Don'ts" for each facility. This same list can be found on the refrigerators and utility closets at each facility.
7. **Are there kitchens and rest rooms at both facilities?**
 - a. Yes, both the Train Station and 49er Lodge have their own kitchen and separate men's and ladies rest rooms.

8. Are there ice machines in the facilities?

- a. Only the Train Station has an ice machine. The 49er Lodge does not.

9. Can the Club cater our event for us?

- a. Yes, we would be happy to. Our Off-Premise Catering Menu and price list can be found on our website - www.thewestpointclub.com. Under the blue accordion strip, "The Grounds", there is a thumbnail "Off Premise Catering Brochure" and "Off Premise Price List". Club members will receive a 5% discount on food orders totaling \$500.00 or more.

10. When do we pay for the facility and sign a rental agreement?

- a. When your Party Facility Request Form has been approved (approximately 1 day), our catering staff will call you and schedule a date and time for you to come to the club and sign the rental agreement and pay for the facility in full. If you are out of state, we can certainly do this via e-mail.

11. Is there ample parking at both facilities?

- a. Yes, both the Train Station and the 49er Lodge have parking lots adjacent to them.

12. Are both the Train Station and 49er Lodge air conditioned?

- a. Yes, they both are.

13. Once our party is underway, can we extend the rental times?

- a. Once the party has begun, times may not be extended

14. How do we gain entry to the facility? Are we provided with keys?

- a. A representative will meet you at the facility at the specified time on your contract to review procedures with you and ensure all your needs are met. At closing, the representative will return to lock up the facility with you and review the closing checklist.

15. What is the policy on alcoholic beverages in the party facilities?

- a. It is the responsibility of the lessee to obey all applicable laws concerning alcoholic beverages, including, but not limited to the prohibition of sales/consumption to minors and intoxicated persons. New York State Law and West Point/USMA require an individual to be a minimum of 21 years of age to consume alcoholic beverages. Any person under the age of 21 will not be served alcohol under any circumstances. Valid identification is required for all guests in order to determine legal age. Alcohol-only events will not be permitted. Alcohol is to be refused to any guest that appears to be intoxicated

Alcoholic beverages may be served in the West Point Club's party facilities under the following restrictions:

- Pay-As-You-Go-Bars: May be contracted through the West Point Club
- Consumption Bars: May be contracted through the West Point Club. If the sponsor is eligible to purchase liquor from the AAFES Class VI, they may do so and contract with the Club for bartender services to ensure responsible use of alcohol in installation facilities.
- Beer and Wine Bars: May be contracted through the West Point Club. If the sponsor is eligible to make purchases through the AAFES Class VI, he may do so. The sponsor will be required to initial paragraph (5d) of the lessee agreement and accept responsibility for his/her guests. The drinking age of 21 years will be enforced by the sponsor of the function.

16. Is there any time of year I would not be able to rent one of these facilities?

- a. Rental of the 49er Lodge from December through March is at your own risk. Depending on road conditions, the Military Police may close Delafield Road, leaving no access to the Lodge. Should this occur, the WPC will not be able to open the facility, nor will a key be issued to the lessee.

17. Can I have vendors in the facility – DJ's, photographer etc?

- a. Yes, insured vendors are permitted to work in the facility

18. How many tables are chairs are there in the 49er Lodge?

- a. There are: 17 – 60" Round Tables, 4 – 6' tables, 135 chairs

19. How many tables and chairs are there in the Train Station?

- a. There are: 8 – 36" Round Tables, 32 individual chairs, 10 bench seats, 2 – 6' tables

