

# **PARTY FACILITY REQUEST FORM**

E-mail [Catering@usma.edu](mailto:Catering@usma.edu)

(This form is **NOT** a Rental Agreement. The request **must be approved** before an Agreement can be signed.)

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PARTY FACILITY REQUESTED:** 49er LODGE TRAIN STATION

*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. WPC will not be able to open the facility, nor will a key be issued to the lessee. Please note, the 49er Lodge and Train Station are both air-conditioned facilities.*

Request Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
\*\*\**(Remember to allot for set-up and clean-up of your event)*\*\*\*

Type of Function: \_\_\_\_\_ # of Expected Guests: \_\_\_\_\_

Will there be adult supervision? \_\_\_\_\_

Association to West Point: \_\_\_\_\_ Are you a club member? \_\_\_\_\_

**WILL FOOD BE PROVIDED?** If so, will it be "POTLUCK" or CATERED? \_\_\_\_\_

**Name of Caterer:** West Point Club/West Point Bowling Center:

Off Post Private Caterers are not permitted in FMWR party facilities. West Point Club and West Point Bowling Center are the only authorized caterers

Lessees contracted with a caterer other than the West Point Club or the Bowling Center will be subject to a \$750.00 surcharge payable immediately upon entrance. If the surcharge is not paid, said party facility will remain closed and forfeiture of any and all rental charges is understood. SIGNATURE: \_\_\_\_\_

**WILL ALCOHOL, BEER or WINE BE PROVIDED, IF SO BY WHOM?**

- 1. Cash Bars: Must be contracted through the West Point Club**
- 2. Full Service Consumption Bars & Beer and Wine Bars: Must be contracted through the West Point Club. If the sponsor is eligible to purchase liquor from the AAFES Class IV, they may do so and contract with the Club for bartender services to ensure responsible use of alcohol in installation facilities. The sponsor will be required to initial paragraph (5d) and accept responsibility for his/her guests. The drinking age of 21 years will be enforced by the sponsor of the function.**

For office use only:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**Facility requests must be filled out completely in order for them to be processed. "Undecided" or "To Be Determined" will be not be considered valid and will be returned.**