

# West Point Club

603 Cullum RD

West Point NY 10996

# Party Facility Request Form



845-446-5504/5506/5545

**(This is NOT a rental agreement. The request must be approved before an agreement can be signed)**

Please email completed request form to: [westpointcatering@army.mil](mailto:westpointcatering@army.mil)

TODAY'S Date: \_\_\_\_\_

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

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

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ X: \_\_\_\_\_ (c) \_\_\_\_\_

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

**PARTY FACILITY REQUESTED (Circle one):**      **Class of 1949 Lodge/49er Lodge**      **Class of 1947 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 Rd, 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.

Request Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Any other possible dates: \_\_\_\_\_      **\*\* (Remember to allot for set-up and clean of your event)\*\***

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

Will there be adult supervision: \_\_\_\_\_

Are you associated with West Point? \_\_\_\_\_

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

(You are permitted to bring in trays of food from a restaurant)

NAME of Caterer: West Point Club (See our menus for pricing) or 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/West Point Bowling Center are subject to a \$750.00 surcharge payable immediately upon notice. If the surcharge is not paid, said party facility will remain closed and forfeiture of any/all rental charges is understood. **SIGNATURE** \_\_\_\_\_

**WILL ALCOHOL, BEER or WINE BE PROVIDED, If so by whom?** \_\_\_\_\_

1. CASH BAR: Must be contracted through the West Point Club – Quote can be provided.
2. Full-Service Consumption Bars, Beer, and Wine: Must be contracted through West Point Club. If the sponsor is eligible to purchase liquor from the AAFES Class IV, they may do so with a contracted bartender from the West Point Club to ensure responsible use of alcohol in installation facilities. The drinking age of 21 years old will be enforced by the sponsor of the function.

**For office use only:**

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

**Any Notes:** \_\_\_\_\_

**Facility request form must be filled out completely to be processed. Any blank, or statements of "Undecided" or To Be Determined" will NOT be considered valid and will be returned.**