

the Commons

Hanscom AFB

Reservation Agreement

Event Date:	Room (s) Reserved:
Name of Event:	Type of Event:
Number of Attendees:	Caterer:
Set up start date/time:	Set up end date/time:
Event Start Time:	Event End Time:
PROJECT OFFICER:	Alternate PROJECT OFFICER:
Unit:	Unit:
Telephone:	Telephone:
Email:	Email:

If you wish to have alcoholic beverage service at your event please contact The Tavern at **(781) 225-6499**.

EVENT/MEETING SPECIFICS (include as much detail as possible):

Projection/Microphones/Music/Other:

The event PROJECT OFFICER must schedule a pre-event site visit no later than 3 days prior to their event.

INITIAL: _____ Date Scheduled: _____

Event Facility Requirements:

Chairs- #: _____

Tables - # Round: _____ # Rectangular: _____

Linens Requirements – must be ordered 2 weeks in advance

Linen payment is in conjunction with room payment

52 x 96 large rectangle: # Blue _____ # White _____ # Red _____

Skirt(s) for large rectangle: # Blue _____ # White _____ # Red _____

120 in. Round: # Blue _____ # White _____ # Red _____

90 in. Round: # Blue _____ # White _____ # Red _____

Napkins: # Blue _____ # White _____ # Red _____

Bar Request: Alcoholic Beverages are prohibited from being brought into the facility.

Please initial if you would like to request Bar _____ **Yes** _____ **No**

Distinguished Visitors:

ENTRY ACCESS LIST – 66 SFS (781) 225-6642

Provide an alphabetical list of personnel without a military ID card attending the function to 66 Security Forces Squadron at least 14 days prior to event. This includes any vendors (Caterer, DJ, etc.) **INITIAL** _____

Room reservations are first come, first serve basis. Rooms are held tentatively for three (3) business days to allow the PROJECT OFFICER to complete the contract process; after three business days the room is released for other reservations. **INITIAL** _____

There will be a \$250.00 deposit required to finalize the reservation in regards to any potential damage to the facility and/or equipment. The Commons reserves the right to retain this fee if the facility does not meet requirements. The \$250.00 deposit is required to hold the reservation and account for any potential damages. Card will not be charged if room requirements are met in accordance the provided checklist and verified by Commons Staff member. Any damage over \$250.00 deposit may result in legal action.

INITIAL _____

The PROJECT OFFICER is responsible for complete room set-up and break-down, including cleaning/vacuuming reserved room(s) and disposing of any trash generated from the event. PROJECT OFFICER may supply non-alcoholic beverages. Approved Caterer must be 100% self-sufficient. NO kitchen access or materials available. Any other vendors must also be 100% self-sufficient and bring their own equipment to use.

INITIAL _____

The PROJECT OFFICER can utilize the Audio Visual system in The Commons. It is the responsibility of the Project Officer to maintain the system throughout their event. AV Equipment is not permitted to leave the facility. The event PROJECT OFFICER will be held responsible for any unreturned equipment. DJ's must be self-sufficient and do not have access to our audio visual equipment. INITIAL _____

**** CREDIT CARD INFORMATION NOT REQUIRED UNTIL DAY PRIOR TO EVENT ****
(Not applicable for Official Military Events)

Room/Fee paid _____

Deposit date: _____

Card Info- T Y P E : _____ NUMBER: _____

CVV: _____ Exp. Date: _____

I authorize the Minuteman Commons to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing cycle. The payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in the authorization form.

Signature of event PROJECT OFFICER is required to confirm reservation and is responsible for full compliance of all policies stated above.

PROJECT OFFICE SIGNATURE: _____ DATE: _____

The COMMONS STAFF SIGNATURE: _____ DATE: _____

