



JUNO TOWER FACILITY REQUEST FORM

INCLUDING THE OFFICERS MESS WARDROOM AND CHIEFS & PETTY OFFICERS MESSSES

EVENT INFORMATION

Event Name:

Start Date:

End:

Start Timing:

End:

DD-MM-YY

DD-MM-YY

Room(s) Required

Bridge

C&PO's - Windsor Lounge

Wardroom - Nova Scotia Room

C&PO's - 3 Mess

Wardroom - Ballroom

Wardroom - Patio

C&PO's - Atlantic Room

Wardroom - Formal Dining Room

Wardroom - Sea Room

Number of Persons Attending:

Bar Services Required:

Food Services Required and Type:

No Food Required

Plated Dinner

Coffee Break

Buffet

Reception

If you require bar or food services, the 3rd page MUST be completed.

SPONSOR INFORMATION

The bill for this event will be placed on the NPF account of this member using the CF1 number provided.

Full Name:

Rank/Title:

Phone #:

Email Address:

CF One #:





MESS AFFILIATION

C&POs: Officers' Mess: Reg/Reserve: Associate: Other Govt Dept:

OPI INFORMATION (POINT OF CONTACT) - IF DIFFERENT FROM SPONSOR

Full Name: Rank/Title: Phone #: Email Address:

Signature of applicant: _____ Date: _____

OFFICE USE ONLY

Function Coordinator

Date:

Juno Catering Banquet Chef

Mess Manager C&PO's/HOM

Conference Coordinator





To be completed by Customer responsible for PAYMENT of Function:

APPLICANT BILLING INFORMATION

Last Name: _____ **First Name:** _____ **Middle Name:** _____

CF One #: _____ **Date of Birth:** _____

Home Address: _____ **City:** _____ **Province:** _____

Postal Code: _____ **Phone - Home #:** _____ **Cell #:** _____

IMPORTANT INFORMATION TO APPLICANT

You must contact the Function Coordinator at least 30 days in advance to arrange for food and bar service requests.

ALL FOOD MUST be ordered through the Function Coordinator at least 30 days in advance. Juno Catering is the exclusive caterer for Juno Tower events, and no outside food is permitted inside the facility. Please discuss any special considerations with the Function Coordinator. No food is permitted to leave the facility.

ALL BEVERAGES (alcoholic and non-alcoholic) must be ordered through the Mess in which the event is being held. Absolutely no outside beverages are permitted inside the licensed facilities.

PAYMENT: A non-refundable deposit is due for all events.

Payment for all functions are due 14 days in advance of function. If additional charges are incurred on the date of the event, they must be paid within 14 days of completion of the function.

INVOICING: The Sponsor of the event will have the invoice applied to their CF1 number. We are unable to invoice businesses/units and cannot process FIN codes.

CANCELLATIONS: If a cancellation is received less than 14 days prior to the function date, any and all costs that may have been incurred by the establishment must be paid.

SURCHARGE: A surcharge of 10% will be applied to the total cost of the function.

Although infrequent, function may be altered or cancelled due to a higher military function or for reasons outside of the control of Mess staff.

Signature as understanding this agreement: Signature: _____ Date: _____

