**MESS FUNCTION BOOKING FORM**

**Note:- (In order to book your function all the columns must be filled completely and accurately as per the Constitution)**

1. **Name of the Function:-** Click or tap here to enter text.
2. **Function Date:-** Click or tap here to enter text.
3. **Function Timings:-** 
   * **Start Time:** Click or tap here to enter text.
   * **End Time:** Click or tap here to enter text.
4. **User’s Organization:** Click or tap here to enter text.
5. **Sponsor and OPI:** Click or tap here to enter text.
6. **Brief Description of the function, purpose & activities planned:**

Click or tap here to enter text.

1. **Required facility/Messes name/s:** Click or tap here to enter text.
2. **Number of Participants:** Click or tap here to enter text.
3. **No. of Bartenders required (1 bartender per 50 guests)** Click or tap here to enter text.

* **Bar timings: Start Time:** Click or tap here to enter text.

**End Time:** Click or tap here to enter text.

1. **Additional Special requirement/s (if any):-** Click or tap here to enter text.
2. **Mode of Payment (Cannot accept FIN Code):-**

**CASH**

**CREDIT/DEBIT CARD**

**CHEQUE**

**UNIT FUND**

1. **GL Code (if to be paid by NPP Unit Fund):-** Click or tap here to enter text.
2. **Deposit Amount:-** Click or tap here to enter text.

**Receipt No.:-** Click or tap here to enter text.

**Date:-** Click or tap here to enter text.

**Details about the Function Requirements:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Services** | **Description** | **Qty** | **Estimated Amount** |
| Open bar | regular bar prices, paid at Bar |  |  |
| Corkage fee | wine only , $5 per bottle, to be served by bartender |  |  |
| Mess Admin Fee | $150 for 1 mess , $250 for 2 Messes and $300 for 3 Messes, see note 4 |  |  |
| Bartender Wage (Min. 3 hours) | $20 per person per hour + 1 hour for opening and closing the bar. |  |  |
| Table cloth/ Napkin cleaning fee | $12 per table cloth, $1.5 per napkin |  |  |
| Mess cleaning fee | There will be no charge if client cleans up the messes after event , otherwise actual cleaning cost will be charged |  |  |
| Cancellation fee | $0-$200, see note 5 |  |  |
| Red Wine | $20/ Btl. |  |  |
| White Wine | $20/ Btl. |  |  |
| Port Wine | $25/Btl. |  |  |
| BBQ Rental Fee | $30 for 1 BBQ, $50 for 2 BBQs. |  |  |
| BBQ Cleaning Fee (if grills not Cleaned + aluminum foils not replaced on sides and drip trays after function) | $50 to $300/BBQ |  |  |
| Deposit | Private function must pay deposit two weeks before event |  |  |
| Original Setup/furniture moving. | All setup including chairs and tables must be returned to the original setup as soon as the function finishes (Max within 24 hrs), otherwise $400 admin fee will be billed to the unit/organiser. |  |  |
| Subtotal |  |  |  |

Notes:

|  |
| --- |
| 1. HST will be applied to all prices. |
| 2. 15% of mandatory Gratitude Fee will be applied to all prices. |
| 3. For private function, deposit is required at least two weeks before the event date, otherwise services requested aren't guaranteed |
| 4.Mess admin fee only applies to private function sponsored by mess member, there is no admin fee for member's own private function and unit function |
| 5. Cancellation fee: a.) If bar services are required, cancellation fee is $200 per event unless client cancels two weeks before the event. b.) If bar services aren't required, there will be no cancellation fee |
| 6. Full payment must be made within 10 days ( private function) or 30 days (unit function) after the event, otherwise it will be charged to Sponsor , member or unit OPI's account |
| 7. The Sponsor must be onsite during the event |
| 8. Use of dining room has to be approved by Garrison Toronto Coordinator.  9. If the setup in the messes is altered and not returned back to its original setup. A fee of $400 will be billed to the respective unit.  10. All the required types of beverages for your event should be mentioned with quantity, two weeks prior to the function date. Otherwise, bar service cannot be guaranteed. |

**I Have Read an Acknowledge the Terms of Function Requirement Agreement Above.**

**Accepted and Agreed to:-**

**Sponsor’s Name:** Click or tap here to enter text.

**Service Number:** Click or tap here to enter text.

**Rank:**Click or tap here to enter text.

**Unit:**Click or tap here to enter text.

**Signature:**

**Date:**Click or tap here to enter text.

**CO’s Approval for Unit Fund Charge**

**Unit CO’s Name:**Click or tap here to enter text.

**Signature:**

**Date:**Click or tap here to enter text.