



## Building 82 Flightline Application

Name of Function \_\_\_\_\_ Estimated # Guests \_\_\_\_\_

Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

### Event Type *(Fee Breakdown Page 3)*

☐ Private Event *(Fees Apply)*      ☐ Visiting Unit *(Fees May Apply)*      ☐ Mess/Base Function *(No Fees)*

### User Information

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number – Home \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

### Facility Usage

*Events without a bartender will not have staff onsite. Access to the facility can be granted to a member who signs out the key with the MPs prior to the function.*

- ☐ Entire Facility – 225 max, 75 seats
- ☐ Combined Mess Presentation and Dining Hall – 60 max
- ☐ Junior Ranks Game Wing – 150 max
- ☐ Senior Ranks Lounge – 60 max
- ☐ Patio – 88 max

### Technical Requirements

*Tech equipment and all supplies (laptops, cords, speakers, webcams etc.) are the responsibility of the renter to bring for their use. Mess staff will make available basic cords and instructions for use of systems.*

#### Equipment Usage

- ☐ Projector with Screen
- ☐ Overhead Audio
- ☐ No Equipment Required
- ☐ Other \_\_\_\_\_

#### Set Up Assistance *(book in advance)*

- ☐ CIS *(Mess/Base Function Only)*
- ☐ Mess Staff
- ☐ No Setup Required

### Guest List *(Private & Visiting Unit Bookings Only)*

*All guests over 18 must present a government-issued photo identification at the security gate upon entering the facility. Prior to the event, the guest list must be shared with mess staff for distribution to base security teams. By signing, you agree to issue this list at least 48-hours prior to your event.*

Initials of Applicant \_\_\_\_\_

**Bar Service**

Cash/card payment available with current mess rates. Only liquor purchased from the mess is allowed in the facility. Any specialty alcohol must be ordered through mess staff two (2) weeks prior. Restrictions apply. Overstock to be charged at cost if unused. SLGA legislation states "light meals ... must be available to patrons during all hours that beverage alcohol service is available." DIY frozen meals can be made available for purchase by patrons with advanced notice (bar service required).

# of Bartenders: ☐ 0 (no bar service) ☐ 1 (1-50 Guests) ☐ 2 (51-99 Guests) ☐ 3 (100+ Guests)

Bar Open Time \_\_\_\_\_ Bar Close Time \_\_\_\_\_

Total Bartender Hours (include 1 hour for setup/clean up) \_\_\_\_\_

Custom Drink Request \_\_\_\_\_ Meal for Purchase: ☐ Yes ☐ No

**Self-Service Equipment** (Building 82 does not have kitchen or serving staff available)

Cooking equipment available for self-service listed below. Renters may bring in their own catering. A caterer is recommended for full meal service.

- ☐ Barbecue
- ☐ Deep Fryer
- ☐ Prep Kitchen (includes all warming equipment and serving utensils for self-service)
- ☐ Coffee & Tea (includes sweeteners, whiteners, stir sticks, reusable mugs for self-service)
- ☐ Disposable Plates, Plastic Cutlery & Napkins
- ☐ Other \_\_\_\_\_

**Sponsorship Details**

Sponsorship is required by an All Ranks Mess member in good standing for all private bookings.

Status: ☐ Regular Member (Service # \_\_\_\_\_) or ☐ Associate Member

Name \_\_\_\_\_ Rank \_\_\_\_\_

Unit/Section \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

As the sponsor, I will be in attendance and assume responsibility for any damage to the Mess. Furthermore, I understand that I shall personally be held accountable for the conduct and actions of all guests.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

**I have read and agree to the terms and conditions presented in this application.**

As the Applicant I will be responsible for the full cost of the function. I will be the main point of contact for the Mess Staff. Confirmation must be made two (2) weeks prior to the event. Changes cannot be made after that point.

Applicant \_\_\_\_\_ Deputy Manager PSP \_\_\_\_\_

PMC \_\_\_\_\_ Commanding Officer \_\_\_\_\_

## Fees and Conditions (PSP Office Use Only)

Invoices will be emailed to the applicant and are payable at the PSP Office upon receipt.

	<input type="checkbox"/> <b>Private Booking</b>	<input type="checkbox"/> <b>Visiting Unit</b>	<input type="checkbox"/> <b>Mess or Base Function</b>
<b>Non-Refundable Deposit</b>  Administration and reservation fee.	<input type="checkbox"/> CAF \$100 <input type="checkbox"/> Base Employee \$200 <input type="checkbox"/> Civilian \$300	\$150	\$0
<b>Cleaning Fee</b> Cleaning fees are only applicable if the building or equipment is not returned to the original state.  Fees are doubled should there be a necessity to clean any bodily fluids.	\$50 BBQ  \$50 Deep Fryer  \$125 Patio  \$250 Indoor Facility		
<b>Staffing &amp; Bar Service</b> Staffing will consist of 1 bartender for 50 guests. Bartenders will be paid for 1-hour setup/clean up.  All bar staff are trained in responsible beverage service program and will enforce all provincial liquor laws. It is strongly recommended that groups using the mess facilities make arrangements for a designated driver program.  Only liquor purchased from the mess is allowed in the facility. Any specialty alcohol must be ordered through mess staff two (2) weeks prior. Restrictions apply. Overstock to be charged at cost if unused.	<input type="checkbox"/> \$0 No Bar Service / Setup / Takedown  TOTAL HOURS: _____  <input type="checkbox"/> \$22/hr per bartender  TOTAL HOURS: _____  <input type="checkbox"/> \$33/hr per bartender per overtime hour (above 8 hours)  TOTAL HOURS: _____  <input type="checkbox"/> Approved Custom Drink Request(s) _____ _____ _____		\$0
<b>Food Service</b> No kitchen or serving staff provided. Food for purchase at the bar if requested.	<input type="checkbox"/> Coffee/Tea (\$2.50/guest) <input type="checkbox"/> Paper Plates/Cutlery/Napkins (\$2/guest) <input type="checkbox"/> Food for Purchase _____		\$0
<b>Damages</b> Are the responsibility of the renter.	All damages will be recovered at commercial rates.		
<b>Taxes</b>	Applicable Federal and Provincial Sales Tax will be added.		
<b>BKKing Reference</b>			