

**TAIYO COMMUNITY CENTER
PRIVATE PARTY RESERVATION FORM**

*Hours of Operation: Mon – Fri; 1000-2000; Sat 0800-1700
Closed Sunday & Holidays*

RESERVATION POC: _____ ORG: _____ DP: _____ HP: _____

ALTERNATE POC: _____ DP: _____ HP: _____

E-MAIL ADDRESS(es): _____ / _____

NAME/TYPE of FUNCTION: _____

EXPECTED ATTENDANCE: _____ DVs (0-6 and above): YES / NO If so, list: _____

(Enter Number)

(Please Circle)

DATE(S) of FUNCTION: _____ TIME: (include set-up & tear down) _____

Please circle party LOCATION(s): Front Ballroom – Backside Ballroom – Kitchen Area – TV/Rec Area – Patio

Class Rooms 205 – 206 – 207 – 208 – 209 – ~ Dance Rooms 112A & 112B

**If you need to have additional room as a kids space (i.e. bring in an inflatable bouncy stuff), TV REC AREA right next to WSD would be kindly requested to reserve at the same time.*

PLEASE READ AND INITIAL:

_____ 1. Reservations are made on a space-available basis with priority given to 374th Force Support Squadron sponsored events and official functions. Reservations may be adjusted or cancelled to accommodate above-mentioned events. Customers will be given as much prior notice as possible. The Community Center will not be held financially liable or responsible for any contract or agreement the reserving party has made with other facilities or companies.

_____ 2. Event fees are \$25 for every 4 hour block with an additional cleaning deposit of up to \$75.00 depending on party locations. The cleaning deposit will be refunded upon completion of an inspection from a Taiyo staff member. A cleaning checklist will be given at the time reservation is confirmed.

_____ 3. Food and beverage service areas are only allowed in the tiled floor area. Potlucks are permitted for private parties/functions. Food cannot be brought in from a contracted source other than the 374th Force Support Squadron. Base-wide or open events must serve food from only approved sources by Public Health. Private Organizations serving or selling food must coordinate with the Base Private Organization POC.

_____ 4. **Alcoholic beverages are not authorized** during normal hours of operation. Private or Squadron functions requesting alcohol service after-hours must coordinate with the Community Centers Chief. Alcoholic beverages can only be served by the 374th Force Support Squadron.

_____ 5. Reservations can be made for after-hours parties or functions depending on staff availability. Requests must be submitted at least 2 weeks prior to the reservation date. A minimum of 2 hours must be made for these reservations. The fee is \$25 per hour in addition to the \$25 event fee.

_____ 6. Reservations can be made up to 90 days in advance. **The event fee must be made in order to confirm your reservation.** The event fee is refundable with a cancellation notice of at least 24 hours prior to the event date. If any difficulty arises, please contact us at 225-6955 Monday-Friday 1000-2000/ Saturday 0800-1700. Rescheduling is permitted depending on availability. The cleaning deposit is refundable regardless of

