



**The Wardroom and the Chiefs and Petty Officers and Juno Tower
Facility Usage Request Form**



Event Information

Event Name: **Event Classification:** **Event Type:**

Date: **Start** **End** **Timing:** **Start** **End**

Room Required: ^{1st} ^{2nd}

Number of Persons Attending: **Bar Services Required:** **Food Services Required:**

If you required bar or food services, the MA form must be completed on page 2.

OPI Information (Point of Contact)

Last Name: **Rank/Title:** **Phone #:** **Email Address:**

Sponsor Information

Last Name: **Rank/Title:** **Phone #:** **Email Address:**

Comments or Special Requirements:

Signature of applicant: _____ **Date:** _____

Office use only

Fadm0/Facility Coordinator/PMC <input type="text"/>	Date: <input type="text"/>	Mess Member: <input type="checkbox"/>
Food Services Manager <input type="text"/>	<input type="text"/>	Bartender(s) Wages: <input type="checkbox"/>
Mess Manager C&PO's/Wardroom <input type="text"/>	<input type="text"/>	Function Coordinator: <input type="checkbox"/>
Conference Coordinator <input type="text"/>	<input type="text"/>	Cleaning Fees: <input type="checkbox"/>



Request for Member Account



To be completed by Sponsor:

Applicant Information

Last Name:	First Name:	Middle Name:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Service# or SIN for civilian applicant:	Date of Birth:	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

Applicant Address

Home Address:	Phone# Home	Cell#:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>		
City:	Province:	Postal Code:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Misc. Information

Place of Work:	Phone# Work:	Mess Affiliation:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Important Information to Applicant

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

Payment: Payment in full is due 14 Days in advance. If there is a remaining balance owing, it must be paid within 30 days on completion of the function.

Purchases: If a cancellation is received less that 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.

All food must be catered from the Juno Tower Galley and no food is permitted to leave the facility.

Although infrequent, function may be altered or cancelled due to a higher military function.

Signature as understanding this agreement: Signature _____ Date: _____

Office use only		
NPF #		Assigned by:
Type of function:		
WR/C&PO's function#		Assigned by:

Requirements:

Oberon Conference Room

Room: 21' W x 48' L

Screen: 8' W x 5 2/3' L

Capacity: 75 people

Head Table(quantity ____)

- U-Shape Setup (quantity ____)
- Classroom Style Setup (quantity ____)
- Theatre Style Setup (quantity ____)
- Projector
- Screen
- MCAN Connections
- Laptop
- Flip Charts (quantity ____)
- Bulletin Boards (3)
- White Boards (3)
- Telephones (3)
- TV
- VCR
- DVD

Bridge

Capacity: 200 people

- Podium
- Microphone
- Large Easel (quantity ____)
- Small Easel (quantity ____)
- Portable LCD Projector
- Portable Screen
- Laptop Table

Chart Room

Capacity: 16 people

- Portable LCD Projector
- Portable Screen
- MCAN Connections
- Flip Chart (quantity ____)
- White Boards (2)
- TV
- VCR
- DVD

Laptop

Nova Scotia Room

Room: 40' W x 42' L

Screen: 8' W x 5 1/2' L

Capacity: 126 people

- U-Shape Setup (quantity ____)
- Classroom Style Setup (quantity ____)
- Theatre Style Setup (quantity ____)
- Head Table (quantity ____)
- Screen
- Laptop
- Flip Charts (quantity ____)
- White Board (1)
- TV
- VCR
- DVD

Projector