

Eagles' Landing Event Center Facility Usage Request Form

Programs take place throughout the year at Eagles' Landing Community Event Center (ELCEC); however, many days are available for alternative bookings, offering a choice of function spaces suitable for various events;

- The Ballroom, including bar area, 3074 sq. ft. is available with a projector and screen, surround sound system, Wi-Fi and tables and chairs that can be arranged to suit your needs.
- The East Anglia Room 1071 sq. ft. is available with a projector and screen, surround sound system, Wi-Fi and tables and chairs that can be arranged to suit your needs and can be connected to the ballroom by opening a partition wall to expand the capacity.
- The Battle of Britain Room 900 sq. ft. has 1 large TV with computer connection port, Wi-Fi, tables, and chairs that can be arranged to suit your needs.

The facility is open 9am-5pm Mon-Fri. Hire is available 8am – midnight Mon-Sat, by prior arrangement only.

Charges for facility use depend on which tier the function falls into:

Tier One – No facility use fees	Tier Two – Facility use fees charged
Commanders Calls	Hail/Farewells
Change of Commands	Anniversaries
Wing Wide Events	Birthday Parties
ALS graduations	Reunions
Mandatory Training	Baby Showers
Retirement/Promotion Ceremonies	Private Orgs
Official FSS Events	Non-Federal Entity Events

Fees – 9am-5pm Monday-Friday;

- Ballroom (including bar area) \$15 per hour – no minimum booking.
- Battle of Britain room \$10 per hour – no minimum booking.
- East Anglia room \$10 per hour – no minimum booking.

Fees – All other times;

- Ballroom (including bar area) \$50 per hour, minimum booking 3 hours.
 - Battle of Britain room \$25 per hour, minimum booking 3 hours.
 - East Anglia room \$25 per hour, minimum booking 3 hours.
- **If the function continues 10 minutes past the booked time slot, a penalty fee of \$50, plus a pro-rated over-run fee will be charged.

Catering

Catering is available from The Liberty Club (contact Mrs. Yolanda Gessler at 266-2489), or you may arrange for a registered base organization, with a certified food handler's certificate to cater your event. Alternatively, you may cater your own event, sternos, hot plates, crock pots etc. may be operated in the facility but must be supervised at all times.

Important Information

- Eagles' Landing Community Events Center may not be used for profit making activities, except for NAF Private Organizations, and only with appropriate, completed, and approved paperwork.
- Room reservations are made on a first come, first served basis, based on when request forms are received. However, Tier One events take priority, in the unlikely event of a conflict this could result in the cancellation of a private event.
- Personnel wishing to use the facility must comply with all ELCEC directives, as outlined in Facility Operating Instructions, as well as all associated USAF, USAFE, and Base regulations.
- ELCEC is open to children under the age of 11 years old only if accompanied by a parent or guardian. Where specific children's events are booked, the ratio of 8 children to 1 adult must be maintained by the user.
- Furniture may be rearranged but the room must be returned to pre use set up before leaving.
- All trash must be removed by user (there are dumpsters behind the building).

Name of function: _____

Requested date: _____

Setup Start Time: _____ Event start: _____ Event end: _____ Tear-down/clean up end: _____

***When reserving the ELCEC, the overall time booked must include sufficient time for set-up, tear-down, and clean-up. Users are responsible for set-up, tear-down, and clean-up. The facility may not be available outside of the hours requested on this form.

Tier One Tier Two

Room required; Ballroom and Bar East Anglia Room Battle of Britain Room

Estimated number of attendees: _____

Squadron/organization name: _____

POC name: _____

POC phone number: _____

POC email: _____

Required equipment;

Wi-Fi	<input type="checkbox"/>	Projector/Screen **Ballroom/East Anglia room only	<input type="checkbox"/>
TV **Battle of Britain room only	<input type="checkbox"/>	Sound system **Ballroom/East Anglia room only	<input type="checkbox"/>
Lectern	<input type="checkbox"/>	Gift/proffer table (no linen)	<input type="checkbox"/>
Linen hire \$5 per table	<input type="checkbox"/>	Cake table \$25 (includes linen)	<input type="checkbox"/>

If the event will be catered, please advise who by _____

- There is a \$50 NON-REFUNDABLE deposit for all Tier Two events, due within 72 hours of booking conformation. Final payments must be made at least 72 hours prior to the scheduled event date. If the final payment has not been made within the time stated the event is subject to cancellation.
- Cancellations more than 72 hours prior to the event date will receive refund less the non-refundable deposit, any cancellation within 72 hours of the event date will result in the forfeiture of all fees paid.
- If the function continues 10 minutes past the booked time slot, a penalty fee of \$50, plus a pro-rated over-run fee will be charged.
- Any damage to ELCEC equipment will be invoiced to the POC designated on this form.

Additional Notes:

Once you have read and completed this form, please send it to:

48FSS.Events.Community@us.af.mil

Someone from our team will contact you regarding your request, reservations are not confirmed until you receive written confirmation (all Tiers), and a \$50 non-refundable deposit has been paid (Tier 2 only). If you have any other questions, please contact us at the email address listed above or call us at 226-5113.