



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
CONN COMMUNITY CLUB
Unit 25850, Box 4
APO AE 09033

Conn CLUB & Pavilion Usage Policy 5 December 2012

Office Hours: Mon - Fri 08:00 - 12:00, 13:00 - 16:00
Weekends and Federal Holidays Closed

Booking Procedures:

To reserve for an event at the Conn Club & Pavilion;

1. Visit the USAG Schweinfurt web site and request a reservation online from the Conn Club link.
2. Normal office hours call DSN 353-8398.
3. After normal office hours, Weekend and Federal Holiday answering service is available.

General Information:

Reservations for functions in the Conn Club & Pavilion are not firm until a reservation has been made in writing and confirmed.

Resale of food or other merchandise is prohibited in the facility.

Potluck will not be allowed inside the Conn Club & Pavilion.

Catering is available and must be requested/coordinated through the Conn Club & Pavilion.

Conn Club & Pavilion Fees:

Ball Room \$150.00

Regimental Room \$75.00

Patio \$25.00

NOTE: Prices are for 8 hours

Bars:

The bars are only open for special events. If a bar is needed the following fees apply: The first 2 hours costs \$75.00 and every additional hour there after costs \$25.00.

Basement/FRG Area:

This area is for official FRG function first, then unit's normal training at no charge. Reservations must be made through the Conn Club office. Utilization of this area requires a deposit fee of \$50. Providing the following conditions are met, the deposit fee will be refunded. It will be the responsibility of the user to clean, sweep & mop the area, including the restrooms and removal of all trash after usage. The user must furnish all materials needed for cleaning, and must provide ample toilet articles (I.E. hand soap, hand towels & toilet paper) for their event.

Basement/Bar:

Concessionaire operated; booked through Conn Club Office.

Picnic Area/Parade Field:

The picnic area behind the Conn Club & Pavilion may be used and reserved by appointment only. There is no charge for this area but it is the responsibility of the using activity/patron to clean the area and dispose of all trash.

Patio:

The patio area may be used and reserved by appointment only. The user fee for this area is a nonrefundable \$25.00 and includes the usage of the back bar restrooms. An additional \$75 cleaning deposit will also be assessed at the time of the reservation. The cleaning deposit will be refunded providing the using activity/patron, thoroughly cleans the area, disposes of all trash and ensures the cleanliness of the restrooms. Additional services can be accommodated from

the Conn Club at additional costs. Setup and teardown is the sole responsibility of the user.

Imbiss Wagon:

The Imbiss wagon is only for use by private organizations for authorized fund raisers. There will be a \$25.00 per day rental fee or a \$50.00 fee for a Friday-Sunday. There will also be a \$25.00 cleaning deposit which will be reimbursed if the Imbiss is properly cleaned to MWR's standards. The Imbiss has 220 volt electrical outlets only, but no cooking appliances. The Imbiss prime location is near the PX area on Ledward Barracks. A 10 working day notice is required when requested that it be moved to other locations, to ensure DPW electrical support. An approved copy of a authorized fund raiser request from the financial management office must be provided in advance.

EQUIPMENT RENTAL FEES

In House

| ITEM | |
|------------------------------|---------|
| Podium | \$5.00 |
| Red Carpet | \$25.00 |
| Table Cloths | \$6.00 |
| Skirting | \$15.00 |
| Napkins Cloth | \$0.65 |
| Proxima Table | \$2.00 |
| Entertainment System | \$10.00 |
| Projection Screen/TV Monitor | \$5.00 |
| Space Heaters | \$3.00 |
| Party Tent 3X6 mtrs | \$25.00 |
| Canopy 3X3 mtrs | \$15.00 |
| Room Dividers | \$2.00 |
| Punch Bowl/Ladle | \$2.00 |

Off Premises'

| | |
|--------------------------------------|---------|
| Red carpet | \$25.00 |
| Chairs | \$1.00 |
| Beer Table 2 Benches | \$8.00 |
| Glasses | \$0.25 |
| Silverware (knife, fork & spoon) | \$0.50 |
| Coffee Serving (cup, saucer & spoon) | \$0.75 |
| Standing Beer Table | \$5.00 |
| Coolers with Rack | \$3.00 |
| Grill | \$10.00 |
| Punch Bowl/Ladle | \$2.00 |

\$50.00 Equipment Delivery/Pickup fee within a 10 km radius

Terms and Conditions

1. The selection of a banquet or meeting room is based on the anticipated number of guests and the function requirements you provide at the initial booking. In the event such requirements change, we reserve the right to transfer the function to a room of more suitable size and to apply a surcharge equal to the room rental fee for any space initially reserved, but not used.
2. Potluck events and outside food will not be allowed inside the facility. Only MWR contracted caterers will be allowed to provide food in the facility.
3. A guaranteed number of guests and final arrangements must be submitted one (1) week prior to the date of the function. The facility will prepare food for the guaranteed number of guests. You will be charged for the number guaranteed, plus any additional guests served or food ordered. In the event that no guaranteed number of guests is provided to the Catering Office, we reserve the right to use the expected number as the guarantee.

4. Payment must be received no later than 24 hours after the function. If payment is not received, there will be a late fee of 10% per month until the total is paid in full.

5. All arrangements are considered tentative until an event contract is signed by the sponsor/host and received by this office with all the specific details, no later than two weeks prior to the date of the event. If a contract has not been signed two weeks prior to the event, this office has the right to cancel the event.

6. Cancellation must be received by this office 30 days prior to the event date. Cancellations received up to 15 days before the event will be liable for room rental charge. Cancellations received less than 7 days prior to the event will be liable for room rental and 10% of the estimated food and beverage bill.

7. All events run for a standard 8 hours, if more time is needed at the end of the event, additional fees may apply. Rooms will not be available prior to 9:00 a.m.

8. Prices are subject to change without notice and only signed contracts will be honored. We will not assume responsibility for the damage or loss of any merchandise or articles left in the facility.

Customer Signature _____

Date _____