

PARTY FACILITY REQUEST FORM

West Point Club Fax #845-446-0749

*(This form is **NOT** a contract. The request **must be approved** before a contract can be signed.)*

TODAY'S DATE: _____

NAME: _____ PHONE (h) _____ (w) _____

Mailing Address: _____ Email Address: _____

CIRCLE PARTY FACILITY REQUESTED: CLASS OF 49 LODGE TRAIN STATION GOLF CLUBHOUSE
BUFFALO SOLDIER PAVILION SKI LODGE

*** Rental of the 49er Lodge from December through March is at your own risk. Depending on road conditions, the Military Police may close Delafield Road, leaving no access to the Lodge. WPC will not be able to open the facility, nor will a key be issued to the lessee. Please note, the only air-conditioned facilities are the 49er Lodge and the Buffalo Soldier Pavilion.

Request Date : _____ Start Time: _____ End Time: _____
****(Remember to allot for set-up and clean-up of your event)****

Type of Function: _____ # of Expected Guests: _____

Will there be adult supervision? _____

Association to West Point _____ Are you a club member: _____

WILL FOOD BE PROVIDED? If so, Will it be "POTLUCK" or CATERED? _____

Name of Caterer: West Point Club / other: _____

Pot Luck functions are authorized **only** if a request is submitted **less than 30 days** out from the date of the function. Keep in mind that there is a possibility that a catered even may be booked if you submit your request 30 days or less.

Minimum food and beverage catering sales is \$500.00 for all facilities
(WPC MEMBERS receive a **10% discount** on all food orders **over \$500**)

WILL ALCOHOL, BEER or WINE BE PROVIDED, IF SO BY WHOM?

1. Pay as you go bars (cash bars) **must** be contracted through the WPC.
2. Consumption Bars must be contracted through the WPC with the exception if the sponsor is eligible to purchase liquor from the package beverage store, they may do so and **must** contract with the club system for **bartender services** to ensure responsible use of alcohol.
3. Beer and wines bars may be contracted through the WPC. If the sponsor is eligible to make purchases through the package beverage store, he may do so. The sponsor will be required to **sign a waiver of liability** and **accept responsibility** of all guests. The drinking age of 21 years of age will be enforced by the sponsor of the function.
4. **No** private caterers of alcohol beverages or bartenders may be used in the BOD facilities

For office use only:

APPROVED BY DAA: _____ DATE: _____

APPROVED BY C, BOD: _____ DATE: _____

Facility requests must be filled out completely in order for them to be processed. "Undecided" or "To Be Determined" will not be considered valid and will be returned. The WPC has first right of refusal to cater parties in a BOD operated facility.