

# SPECIAL EVENTS REQUEST

## Special Events Request

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event type: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Approximately how many DoD-affiliated personnel: \_\_\_\_\_

Approximately how many non DoD-affiliated personnel: \_\_\_\_\_

Event Sponsor and Command: \_\_\_\_\_  
(Sponsor must be in attendance at the event)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Food & Beverage: yes or no

Audio Visual needs: yes or no

Additional needs:

I have received and understand current COVID restrictions:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CATERING GUIDELINES

## REQUEST

Mustin Beach is currently accepting reservations for private events

The event sponsor is responsible for all security procedures necessary to allow base access for invited guests. Guests must be DOD ID card holders, be escorted by a sponsor or complete a background check.

The event sponsor must be authorized patron of MWR and be in attendance at the event.

Anti-Terrorism form must be filled out and submitted, by the sponsor, to base security for events that include non-DOD individuals who will enter the base without an authorized escort.

It is the responsibility of the event sponsor to understand and verify that club procedures are followed.

Your event will be expected to stay within the space rented and common areas.

There are no discounted room rates on weekends.

All catering meals over 50 people will need to be contracted through approved list of caterers

Room access prior to your event must be scheduled and approved by Mustin. There may be a fee associated with early access.

All reservations are subject to cancellation by the base command due to unforeseen circumstances when dealing with issues concerning safety, security or COVID restrictions.

If your event is cancelled by Mustin management or senior leadership, any deposit made will be fully refunded.

**As of May 2021, event reservations at Mustin will be subject to individual approval, after review of and ability to adhere to current guidelines.**

Current approval guidelines considerations for any catering event held on board NASP:

The sponsor will be responsible for the adherence to local NASP health guidelines. Mustin Beach will advise the sponsor of any required COVID procedures.

The number of guests cannot exceed 50% capacity of the room. Room capacities are set to maintain ability to social distance guests.

- Ballroom, 150
- Ready Room, 50
- Terrace Room, 40
- Dining Room, 40
- Goshawk Room, 40
- Bay Room, 20

Friday's are reserved for Command events only.