



Minuteman Commons

Bldg. 1425 # 781-225-6501 or 6504

Reservation Request Agreement

Requesters Function: _____

Date of Activity: _____ Attendees Expected: _____

Time In: _____ Time Out: _____ **Include 30 minutes for room setup & breakdown**

Sponsors Unit: _____ POC Name: _____

Primary Contact #: _____ Primary Email: _____

Secondary Phone #: _____ Secondary Email: _____

Ballroom
Capacity 210

Heritage Room
Capacity 90

Musket Room
Capacity 60

Daedalian Room
Capacity 40

POC/Users Please Read the below Booking Reservation Requirements

Bookings are done on a first come first serve basis: **(Military functions may take priority)*

Rooms may be reserved by Military or Civilian DoD ID card holders only, we are not a public venue.

The Booking POC/User: Is responsible to set up all tables/chairs for the scheduled event requirements. This also includes the breakdown of tables/chairs, clean-up & vacuum. All trash is to be removed from the facility to the dumpster of the Commons facility and trash can liners must be replaced. Cleaning products provided.

Facility Hours: Groups may only have access to the Minuteman Commons rooms starting at 08000 hrs on day of the event unless otherwise scheduled. All events must be completed and room cleaned by bookings end time.

Cancellation: Please insure notifications is made within 72 hours prior to your event when possible. Cancellations after the deadline or no-shows may cause you to forfeit future events. Please be considerate of others that may want to utilize our facility.

POC Event Day: An inspection before and after with a facility staff member, will be conducted. Any prior damage or problems must be noted by the facility staff member during the pre-event inspection. Any damages found after the event, to the rooms furnishings or AV equipment, could be charge to the POC. If the staff member is unavailable after the event, a full room inspection will be completed the following morning. AV equipment is **NOT** permitted to leave the facility.

Personal Events: Weddings, private parties, retirements etc... using a catering service will be charged \$200. Please note there is limited kitchen access and no food service equipment/kitchen aids available. Caterers and DJ's/entertainment must be 100% self-sufficient and bring their own equipment. You, the POC or Unit is responsible to ensure your vendors cleans after themselves. You will be responsible to provide them base access if required.

You may provide NON-alcoholic beverages only for your scheduled event. (see below for bar services)
Personal alcoholic beverages are not authorized according to AFI 34-219,4.8.1, pg 17 and the 66 ABG Sup. Failure to comply with this policy may result in negative repercussions.

*AFI34-109: Facility use by any group/organizations including food service must conform to Public Health requirements and local policy.

****Please note **Only SFS can grant access onto Hanscom AFB****

*Base Visitor Access Call 66 SFS 781-225-6642 or E-mail: Hanscom.Visitor@us.af.mil NLT 10 days prior to event. The latest requirements is to E-mail an accurate alphabetical list of personnel without a DoD ID card. This includes all vendors (Catering and Entertainment). ****larger groups will require more time****

Distinguished Visitors: Please E-mail a list to: 66.ABG.CCP.CMB@us.af.mil

GUIDELINES

- The Minuteman Commons will not be used for money making programs. Funds will not be collected or admission charged without an official NAF contract. It must be signed by the NAFFMB and a copy given to the Minuteman Commons Staff to file.
- Failure to return the room back to its original state may result in loss of future privileges.
- Absolutely no glitter, confetti, sparkles or shredded paper et .
- Gambling and games of chance is prohibited.
- Children under 18 years of age must be supervised at all times. 7 K HUUXHQ QLLVQ JQ RD O C
- **DO NOT** - tape, glue, nail or staple any decorations to walls, furniture, ceilings or woodwork.
- Recommended Decorations are Balloons or Center Pieces for the Table.

Events requiring alcohol beverage service: There is a minimum sales requirement of \$300 for Bar Services an a \$ 0 ratuit . Please speak with a Staff member directly Phone: (781) 225-6501.

Linen Cost:

Ballroom is \$140.00, - Heritage, Musket or Daedalians is \$50.00 per rm.

52 x 96 large rectangle: # Red _____ # White _____ # Blue _____

120 in. Round: # Red _____ # White _____ # Blue _____

90 in. Round: # Red _____ # White _____ # Blue _____

Skirt(s) for large rectangle: # Red _____ # White _____ # Blue _____

Napkins: # Red _____ # White _____ # Blue _____

Chairs # : _____ Tables - Round # : _____ Rectangular # : _____

****Payment is required NLT start time of the event****

Linen Fee Paid: \$ _____ Date: _____

***Signature is required to confirm reservation and responsibility for policies stated above.**

I have read and understand the above responsibilities for use of this facility and acknowledge I maybe held liable:

POC Signature: _____ DATE: _____

Staff Signature: _____ DATE: _____

I authorize Minuteman Commons to charge my credit card in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing cycle. The payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

**Please complete and return to this E-mail address: Hanscom.common@us.af.mil

