

# Tommy B's Community Activities Center

## Reservation Agreement

Tommy B's Community Activities Center  
Building 2705, East Arnold Ave.  
Joint Base MDL, NJ 08064  
(609) 754-2830

Office hours: Monday through Friday 8:00am to 4:30pm

(Circle required rooms)

**COTILLION COLONIAL STARLIFTER IMPERIAL LIBERTY TOMMY B's LOUNGE**  
**THE FIREHOUSE \*BASE THEATER**

Event Date:	Catered Event (circle): Yes / No
Type of Event:	If catered please call Pudgy's.
Number of Attendees:	Catering Manager: (609)-754-2396
Set up Time:	Return Time:
Start Time:	End Time:
POC:	Alternate POC:
Unit:	Unit:
Telephone:	Telephone:
Email:	Email:

\* **Base Theater Reservations:** Audio & Visual Support will be provided by the POC.

**EVENT/MEETING SPECIFICS** (include as much detail as possible):

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**CAC PROVIDED REQUIREMENTS:**

Chairs    Tables (round)    (rectangular)    Dance Floor    Stage    Podium    Wingback Chairs  
# \_\_\_\_\_    # \_\_\_\_\_    # \_\_\_\_\_    Y or N    Y or N    # \_\_\_\_\_    # \_\_\_\_\_

**\*State and Service flags are only available for official military functions conducted in the Tommy B's Community Activities Center.**

Room reservations are first come, first serve, with the priority placed on Community Activities Center and Military programs. Rooms are held tentatively for **three (3) business days** to allow the authorized patron (event POC) to complete the contract process; after three business days the room is released for other reservations. There will be a \$25.00 hourly fee for non-catered and private organizational events/functions scheduled before or after normal business hours. There is no kitchen availability for private organizations.

**INITIAL** \_\_\_\_\_

**\*The POC is responsible for complete room set-up and break-down, including cleaning/vacuuming reserved room(s) and disposing of any trash generated from the event. POC may supply non-alcoholic beverages. All food items must be procured from an approved government inspected facility. Patrons must coordinate with the 87th Medical Group Public Health section at 609-754-9039, 609-754-9707 or 609-754-9753. This pertains to any food served, other than catered foods provided by the 87th Force Support Squadron activities. INITIAL** \_\_\_\_\_

**Requestor is responsible for supplying all table covers, skirting, name plates, copies of paperwork, flags, flag stands, laptops, DVD's, CD's and all other equipment required for their function.**

The POC can utilize the public address system in the CAC (not compatible with Apple/Mac computers). **The event POC is to schedule a brief training no later than 3 days prior to their event.** It is the responsibility of the requestor to maintain the system throughout their event. Microphones and cables are not permitted to leave the facility and are to be signed out and returned to CAC staff on the day of the event. The event POC will be held responsible for any unreturned equipment. DJ's must be self-sufficient; they are not authorized to utilize the public address system in the CAC. **INITIAL** \_\_\_\_\_

If you wish to have your event catered, the Consolidated Club, (Pudgy's) will have first rights to cater or refuse. **If catered, the requestor must establish a contract with the Club Caterer, 609-754-2396.** The CAC complies with AFI 34-219, thus impacting all activities and functions held in the facility. Alcohol Beverage Program, paragraph 2.1.6 whereas "alcoholic beverages maybe consumed in other base and base-related facilities or areas approved by the installation commander" and paragraph 2.1.8 whereas "when approved by the installation commander, alcoholic beverages may be served and consumed in on-base areas not designated for this purpose only if they are sold and dispensed by an authorized Services or AAFES activity." The CAC also complies with paragraph 2.3 and paragraph 2.5 whereas "private organization cannot sell or serve alcoholic beverages on Air Force bases" and "Activity managers must not allow individuals to bring personal supplies of alcoholic beverages into building or on the grounds where activities sell or serve alcohol", respectively.

**Private Organizations must provide all required fund raising documents prior to the proposed event with the final approval authority from the 87th Mission Group Commander (87 MSG/CC).** The CAC complies with Air Force Instructions – AFI-34-223, *Private Organizations (PO) Program*.

Any changes to the event details stated above must be communicated to the CAC, 609-754-2830.

Signature of event POC is required to confirm reservation and is responsible for full compliance of all policies stated above.

REQUESTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CAC STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

