



Arctic Warrior Event Center Event Reservation Request/Contract

773FSS.FSW.AWEC@us.af.mil
 907-552-2345
 9387 Kuter Ave, JBER-E, AK 99506



Official Function: Mission Essential Meetings/Conferences, Official Trainings, Official Seminars, Commander's Call, Official Briefings, Formal Promotion Ceremony (no food/bev), ALS Graduation, Formal Award Presentations (no food/bev)

Non-Official Function: Wedding Receptions, Baby Showers, Promotion Parties, Birthday Parties, Promotion/Retirement Receptions, Bridal Showers, Graduation Parties, Squadron "Get Togethers", Luncheons, Holiday Parties, Non-Military Endorsed Organizational Functions, Private Organization Functions, Non-Profit Functions, Booster Club Activities/Meetings, Dining In/Out Functions

Official Functions **Function Point of Contact:** **Commander Point of Contact:**

Is this an Official Function as defined?		Name/Rank:		Name/Rank:	
Name of Function:		Phone Number:		Phone Number:	
Date of Event:		Duty:		Duty:	
Time of Event (to include Set Up/Clean Up):		Cell:		Cell:	
Do you need AV-COMM Support/Capabilities? (i.e. projector, microphone, mp3)		Email (Official):		Email (Official):	

Classified Materials?		Other Information:			
Estimated number of attendees					
Room(s) Requested:					

	Fees for Functions		Capacities		Official Functions		Non-Official Functions	
			Theatre Seating	Round Tables	Business Hours	Non-Business	Business Hours	Non-Business
Do you need tables and chairs? How Many?								
Are you using catering?								
Are you serving Alcohol?								
Highest Rank/Name of Attendee(s):								
Name/Rank								
Name/Rank								
Name/Rank								
	Conference Room		103	N/A	0	\$50/Hr	\$200	\$250
	Sustina Room		300-500	N/A	0	\$50/Hr	\$500	\$600
	Olde Lounge		120	56	0	\$50/Hr	\$150	\$200
	Denali Room		36	N/A	0	\$50/Hr	\$50	\$75
	Billy Mitchell Room		24	N/A	0	\$50/Hr	\$75	\$100
	Entire Facility		0	N/A	0	\$50/Hr	\$1,000	\$1,500

Non-Official Functions **Function Point of Contact:** **OFFICE USE ONLY**

Name of Function:		Name:		Date Received	
Date of Event:		Phone Number:		Contract?	
Time of Event (to include Set Up/Clean Up):		Home/Work:		Alcohol?	
Do you need AV-COMM Support/Capabilities? (i.e. projector, microphone, mp3)		Cell:			
Estimated number of attendees		Email:		Catering?	
Room(s) Requested:		Other Information:		Room Confirmed?	
Do you need tables and chairs? How Many?				Deposit Received?	
Are you using catering?					
Are you serving Alcohol?					

Reservations forms may be e-mailed to the org box. Once reviewed and approved, a calendar invitation will be sent as confirmation of your reservation.

E1
E2
E3
E4
E5
E6

E7
E8
E9
W1

W2
W3
W4
O1
O2
O3
O4
O6
O7
O8
O9

O10