

**UNITED STATES COAST GUARD ACADEMY
OFFICERS' CLUB/ALUMNI CENTER
PRIVATE PARTY / GROUP RESERVATION CONTRACT**

NAME _____ RANK/RATE _____

SS # _____ BRANCH OF SERVICE _____

ACTIVE DUTY _____ RETIRED _____ RESERVE _____ CIVILIAN _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME TEL # _____ EVENING TEL # _____

NAME OF PERSON RESPONSIBLE FOR PAYMENT: _____

ADDRESS (If different from above) _____

_____ TELEPHONE # _____

Please read and sign the following statement:

The Coast Guard Academy Officers' Club is an instrumentality of the United States Government. In order to prevent allegations that the Club is in competition with civilian enterprise, Club facilities and services may be reserved for use only by authorized patrons. The Officers' Club operating guidelines define an authorized patron.

Please note that a copy of your I.D. is required, and a copy of any flyers, brochures or tickets pertaining to this event must be approved in advance. We must be notified of any political officer who may be in attendance. **Fund raising is not permitted at any time on board the Coast Guard Academy.** A deposit does not guarantee a commitment on menu prices; the deposit is for the below confirmed date only and will be applied to the final bill. This deposit is non-refundable if the function date is changed or cancelled. There is a 50 guest minimum and 100 guests for Sat (June – Oct) . There is a charge for bar labor. Final payment is required three days prior to the date of the function. Payment is accepted in the form of cash, check, VISA or MasterCard. All checks must be made payable to: **USCGA MWR FUND.**

Please ensure that all information is accurate prior to signing this contract. False information may result in last minute cancellation of reservation. Thank you for your cooperation in the protection of our Club privileges. We appreciate your patronage.

I am the authorized sponsor for the party on (date) _____ and will be in attendance during the event.

Signature of Sponsor

Date

Sponsor must be a U.S. Coast Guard Officer or enlisted, active, reserve, retired, a USCG auxiliariast, a DOT/DOD civilian employee GS7 or above, NF-3, any WS grade or WG12 and above and their dependents, or a commissioned officer in any branch of the U.S. Military Service, either active duty, reserve or retired.

Any "collection of information" as defined in the Paperwork Reduction Act of 1995 (codified at 44 U.S.C. 3501 et seq) on this form has not been approved by the Director of the Office of Management and Budget (OMB) and does not display a valid control number assigned by the Director. Therefore, no person shall be subject to any penalty for failing to comply with any such collection of information.