

MARITIME FORCES ATLANTIC MESS SERVICES CONTRACT

Sponsorship:

1. All functions held in a Mess under the supervision of Maritime Forces Atlantic, Personnel Support Unit (PSU) must have a sponsor. Only a regular, associate or honorary member of the mess may apply for a reservation of the mess and to sponsor a private function for themselves, their spouse or immediate family. Military members, both Regular Force and Primary Reserve, from another unit are honorary members of the mess IAW CFAO 27-1, and may also sponsor an event.
2. **In submitting this request the sponsor makes the following undertaking to the mess:**
 - a. **A \$500.00 deposit is required at the time of booking in order to confirm the reservation.**
 - b. **21 days prior to the event, the sponsor will contact the Rudy catering to finalize last minutes details, and pay the remainder of the deposit to cover the estimated function cost;**
 - c. The sponsor of an event will be in attendance at the function;
 - d. The participants of any activity are considered to be guests of the activity's sponsor. In this respect, the sponsor shall be responsible for their conduct, at all times;
 - e. **The sponsor will assume full financial responsibility for the event and any damage caused by personnel attending the function;**
 - f. the sponsor shall ensure that their guests are aware of the appropriate designated areas that they can use such as; lounges and washrooms;
 - g. **The sponsor shall inform the Mess Manager, if there are any guests that are physically challenged or require special services;**
 - h. if the sponsor is requesting the mess for an organisation unrelated to the Canadian Forces and Department of National Defence, the request is subject to the following specific terms and conditions:
 - i. the mission and/or objectives of the organisation that wishes to use the mess do not conflict with the regulations, values, or code of ethics of the Canadian Forces and Department of National Defence;

- ii. the sponsor's application raises no reasonable doubt concerning the existence or appearance of a conflict of interest; and,
- iii. The mess shall not be used to hold a commercial / profit-oriented activity, be it a fund raising activity for a social or sporting organisation, or a sales activity of any kind with the exception of a fundraising activity for a registered charitable organization. Registered Charity number must be provided.

Finances /Cancellation:

3. **100% deposit of the estimated function cost must be made after the estimate has been approved and signed by both parties 21 days prior to the function. The estimate once accepted shall be considered the final cost for the event. Any amendments or changes in services requested by the Sponsor will nullify any quotation / estimate.**
4. In case of events hosted by DND, the CF, CF Units within MARLANT or functions designated by the PMC the service charge for wear and tear shall be waived.
5. Payment may be made in cash or certified cheques. Payment by credit card and debit card may also be accepted at certain locations.
6. **If a cancellation is received less than 21 days prior to the function date, any costs that may have been incurred by the mess or Food Services, such as food items and or special demands such as wine will be deducted from the deposit before any refund is made. Such expenses shall be documented and provided to the sponsor. If the event is cancelled with less than 72 hours notice than minimum call for employees shall be deducted from the refund;**
7. **In the event of the requested facility being unavailable due to weather, power outage, act of God or any other factor deemed not to be under direct control of the Mess, the Mess shall attempt to locate an acceptable alternative site. If the alternative site is unacceptable to the sponsor, the event shall be cancelled, and a full refund issued;**
8. **Functions may be cancelled due to military requirements or national emergency at the direction of the Base Commander. The sponsor will be contacted at the earliest date possible, and the Mess shall attempt to locate an acceptable alternative site. If the alternative site is unacceptable to the sponsor, the event shall be cancelled, and a full refund issued.**

Catering:

9. All catering requirements must be done through the Mess Catering Service unless otherwise specified.
- 10. Only the Mess Catering Service employees are authorized to work on these premises unless otherwise specified.**
11. The appropriate Kitchen Supervisor will provide an estimate of the cost of the food.
12. All arrangements and guarantee of the number of guests for food and beverage services shall be finalized 21 days prior to your event.
13. The sponsor will be responsible to pay for all confirmed meals regardless of how many guests attend the function.
14. **Under no circumstances can leftover food and beverages leave the premises.** This contract is for food and beverages consumed within the Mess only.
- 15. Additional guests arriving unexpectedly for the meal portion of your event may not be entertained.**
16. Kitchen Supervisor will explain timing for the availability of the eating area.
17. The quoted cost for catering may fluctuate due to market price, especially for speciality food items. Price will be finalized 21 days prior to event.
- 18. Any amendments to the menu or changes in type of services required will nullify any quotation.**

Refreshments:

19. All alcoholic refreshments must be purchased through the Mess; under no circumstances will guests be allowed to bring alcoholic refreshments into the premises.
- 20. Extension to normal bar hours must be requested in writing to the PMC and is subject to the approval of the Base Commander or delegated officer.**
21. Arrangement for provision of specialty refreshments must be done at least 21 days prior to the event.
22. Nova Scotia Liquor Act & Regulations will be in effect. The drinking age is 19 years old.
- 23. Alcoholic beverages may only be consumed in designated areas.**
24. Bar hours of operation are set forth within the agreement and shall be adhered to.

25. Last call shall be given one half-hour prior to bar closing.
26. All persons shall vacate the mess no later than one half-hour after closing of the bar.

Band / DJ Services:

27. The mess will not be liable for any damages to equipment or injury to persons when sponsor contracts own band or DJ services. Private contractors must provide proof of insurance.
28. The sponsor is responsible for contracting own band or DJ services unless provided by the Mess.
29. **The music will cease playing when the bar closes.**
30. At certain locations, **the use of the mess dance floor lightning and sound system will be restricted to the Mess DJ only.**

Mess Manager Responsibilities

31. 21 days prior to the event, the Manager will contact the sponsor to ensure that all requirements are met and will address any concerns / issues. All details will be finalized in writing at this time, and attached as an annex to this agreement.
32. Manager will receive from the sponsor a 100% deposit and will issue receipt (CF 602).

Discipline and Conduct:

33. Use of abusive language or distributive behaviour towards any guest, member of the Mess or employee of the Mess within the Mess will not be tolerated. Failure to comply shall result in said person(s) being evicted from the premises.
34. **Guests will comply with the Canadian Forces Policy on smoking.**
35. Moving, beyond normal usage associated with a social event, of any furniture from the established seating / room building plan is prohibited. All furnishings are allocated to specific rooms. **Damages / repairs costs resulting from failure to abide by this policy shall become the responsibility of the sponsor.**
36. The Mess is located on Federal property. All Federal / Provincial / Municipal laws and acts are in force at all times. **Any person or persons on Federal property are subject to such laws.**

37. The Code of Service Discipline shall apply to all military personnel, including members of the Reserve on Class A service.

Miscellaneous:

38. PMC or appointed authority will approve all requests from members requesting to sponsor an event.

39. Requests for an all ranks function must be made in writing, under separate cover, to the PMC.

40. The use of confetti / rice / sparkles etc. of any type within the Mess is absolutely prohibited without the prior written approval of the mess. In such case there will be an additional cleaning charge as per the schedule attached.

41. The heating / cooling of the building is preset and cannot be altered.

42. Children, under the age of twelve (12), in attendance at the function shall be accompanied and supervised by a responsible adult at all times.

43. Timings to enter the building to decorate will have to be arranged with the Mess Manager.

44. Decorations may be installed with the following provisions:

- a. must not cause any damage to wall, ceiling and other surfaces;
- b. must not impede exit and egress into any rooms;
- c. no permanent changes can be made to any rooms;
- d. Must not block any fire exits;
- e. materials used must be fire proof;
- f. materials must be made of non-hazardous products;
- g. must not create a safety hazard;
- h. must not interfere with the staff's ability to carryout their duties or patron's ability to enjoy the use of the facility;
- i. must not impede access to the washrooms;

- j. must not impede access to the facility for handicapped guests / patrons;
- k. can only be placed in areas being made available for the specific function;
- l. Must be removed after the function to allow restoration of the room(s). Exact timings to be determined in consultation with the Mess Manager and,
- m. Sponsor shall meet with the Mess Manager in advance to discuss specific decorating requirements.

45. The Mess will not be responsible for lost articles left unattended in the premise.

46. Each Mess shall attach as schedule to this agreement of its standard charges and prices for services and rental.

Revised 30 July 2003

Notes:

- *Payment methods available to Fleet Club customers include cash, cheque, debit card, Visa and Master Card.*
- *Only Fleet Club DJs are permitted to use the mess sound and light equipment.*
- *Privately contracted bands are permitted however privately contracted DJs are not.*
- *Privately contracted bands are not permitted to use the Fleet Club's sound and light equipment unless a Fleet Club Sound Technician is present. An equipment rental fee will also be charged.*
- *Special requests for all ranks functions will normally not be required as the building permits physical segregation of private functions.*
- *Further detailed information regarding hours of operation, prices, and food services are attached as annex A – D.*

**I have read and understood the
MARITIME FORCES ATLANTIC MESS SERVICES
CONTRACT**

Signature of Sponsor _____

Estimated Cost and Personnel / Procedures for Booking Functions.

****ALL Weddings to a MAX of 425 People, this is to include the wedding Party ****

Personnel required for amount of attendees..

1. 1 Bartender / 1 Bus person required up to 60 attendees.
2. 1 Bartenders/ 2Bus Person required up to 100 attendees.
3. 2 Bartenders / 3 Bus People required for anything up to 250 Attendees.
4. 3 Bartenders/ 3 Bus People Required for anything over 251 to a Max of 425 Attendees

Estimated Items Required for Total Bill Requirements.

1. # Of Bartenders /Bus People X # of Hours for the Functions.
2. Function Coordinator
3. \$1.00 per Head for Cleaning.
4. Cost of Food per Person.
5. Cost of Bar Items put on chits. (I.E Wine put on tables for Weddings or Special Function to go with the Meals.)
6. Taxes of 13 %
7. 10 % Surcharge for Functions.

Misc Items that Function Coordinator and Chief Cook needs to know before any Functions.

1. # Of People per Function. / Or any SPECIAL requirements of any kind IE: movement of Furniture.
2. What type of service (Table or Buffet Service)
3. Food Choices
4. If any Wine for the Tables.
5. Allergies

3 Weeks to Functions to the Function Date...

Menu of food and bar requests to be completed. The # of People attending Function, and walk around for the Setup and Layout of the Function. Then meet with the Mess Manager any questions on the function setup.

3 Weeks to the Function Date....

1. **Confirm any changes to the function, from the # of people attending or Menu change.**
2. **Meet with the Mess Manager to finalize the Total Function Estimate.**

3. Payment in full of the Total Function Estimate.

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