



## RESERVATION FORM

Command/Organization:	Point of Contact:	Office Phone:
		Mobile Phone:
Contact Email:	Guaranteed # Guest:	Date of Meeting: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat
Meeting Start Time:	Meeting End Time:	Food Serve Time:
Location: (Movie Room)		Type of Meeting/Set Up Style: #Chairs
<b>Any changes or cancellations must be submitted at least 4 hours in advance. Any outside food and/or beverages is not permitted, bringing in any unauthorized outside food and/or beverages may affect any future bookings for whole ship, command, or organization at our MWR Facility.</b>		

Food – Beverages – Additional Notes:

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By signing this you understand and agree to our policies listed above.

Facility Signature/Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email: [nbsdwaterfrontbluegold@us.navy.mil](mailto:nbsdwaterfrontbluegold@us.navy.mil)  
For more information please call: 619-556-9478