Red Morgan Center Event Brochure

Prices Effective: October 2025

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Rules and Policies Agreement

_____ ALL EVENTS: This agreement must be signed for all functions before a confirmed booking may be made for any event. All changes (menu, set-up, head count, etc.) to events may be handled by email. An event is not confirmed until a confirmation email has been sent to the POC by staff.

_____ ROOM FEES: For official functions, a set-up fee will be applied to the contract as per brochure prices. For private functions, a room fee will applied to all events Rooms fees listed are for a rental time frame of 4 hours. If the event must go outside of this 4-hour window, additional hours will be charged as stated on page 12 of the Brochure.

_____ POCS: Are liable for all fees and charges and hold the responsibility of providing a crowd control manager should one be required.

_____ DECORATIONS: All decorations utilized in the RMC must be approved by Management. With prior approval from RMC Management, the customer may come in up to two (2) hours prior to the start of an event to decorate. There will be NO: confetti, sparklers, glitter, party poppers, fake snow, oil lamps, or open flame candles. Balloons must be weighted down. The client is responsible for organizing the disposal and removal of non-RMC decorations, to include trash removal. A minimum fee of $100 will be assessed to any contract found in violation of inappropriate clean-up and a fee of $100.00 will be assessed per infraction on unauthorized decorations.

_____ DAMAGES TO RMC PROPERTY: Any damages to the RMC facilities or properties will automatically be assessed and charged to the event POC based on full replacement and repair cost.

_____ CANCELLATIONS: All cancellations made at least seven (7) business days prior to the event will not incur any cancellation fees, In the event of a late cancellation, 50% of the contract will be charged to recover cost. An event canceled same-day will be charged the full amount.

_____ OUTSIDE ALCOHOL: The RMC has a zero-tolerance policy towards outside alcohol. Outside alcohol is in violation of DAFI 34-107 that governs the use, sale, and consumption of Alcohol within the Air Force and on Base. Anyone found to be in violation of this policy will be escorted off the premises, banned from the rest of the event and this violation will be reported to the appropriate leadership.

_____ CATERING: Catering menu selections are due at time of initial reservation. Estimated attendees meal choices must be submitted no later than two weeks prior than the event. Final meal selections for attendees must be submitted the Monday of the week prior to the event.

_____ PAYMENTS: Private Functions: Payment in full is due two (2) working days after the event. Incidentals (i.e., hosted bars, extended time frames, changes to final contract, unauthorized décor, etc.) will be added the next business day.

_____ SERVICES AND OTHER FEES: A 15% gratuity is suggested for bar service; Functions outside of normal operating hours will have a $25 per person, per hour labor fee. Sunday Functions will incur an additional 5% fee; special setups will incur individual fees on an as-needed basis (i.e. dance floor).

PLEASE INITIAL BY EACH POLICY ABOVE TO SIGNIFY UNDERSTANDING AND AGREEMENT, THEN PLEASE PRINT, SIGN, AND DATE ON THE LINES BELOW. SIGNATURE OF THIS DOCUMENT SIGNIFIES UNDERSTANDING OF AND AGREEMENT WITH ALL POLICIES AND PRICES LAID OUT IN THIS BROCHURE.

PRINT NAME:_____ SIGNATURE:_____ DATE:_____

Getting Started

In order to successfully begin planning your party, we will need some information from you, which you can provide either by telephone, email, or in person. Please provide the following:

- ❖ Host/sponsor's Name
- ❖ Grade/Rank
- ❖ ❖ Address and organization
- ❖ Home and office telephone numbers
- ❖ Name of group/organization hosting party
- ❖ Approximate number of attendees

NON-MILITARY EVENTS

There are restrictions on the use of the RMC by civic and civilian organizations. Should your organization fall into one of these categories and you would like to use the RMC, please provide the RMC Manager the information listed below. The RMC Manager will work with the Commander for a final decision.

- ❖ Name of organization
- ❖ Type of organization, (i.e. civic, civilian, non-profit, etc.)
- ❖ Purpose of organization
- ❖ Type of event you wish to hold
- ❖ Approximate attendance

If approved, please contact Management for details concerning available times and any applicable charges. Included in this document are room usage fees and guidelines to help you plan and stay within your event budget.

Please make preliminary arrangements for date, time, and location as early as possible. The RMC's staff will follow up with you to ensure all arrangements are finalized. Our goal is to do this no later than fourteen (14) days prior to your party for events with 150 attendees or more and seven (7) days prior to other events. No guarantees to specific bar or room requests will be made if the booking is confirmed after the specified deadline.

RMC Policies

To implement a successful event, certain RMC policies are in place to ensure quality and consistent service to our members. Please review the information below. Our Staff will be happy to answer your questions about these guidelines. We look forward to serving you!

FLAGS

We have an American flag, a Washington State flag, and an Air Force flag with stands at no charge, when available. For specific flags, the base Protocol Office may be able to assist you

OFF-BASE PUBLICITY

Except for base newspapers, the purchase of commercial advertisements in any civilian media to publicize a private or RMC sponsored party is not permitted.

PAYMENTS

Cash or any commercial Visa, MasterCard, Discover, Military Star or American Express are accepted for party payments. The RMC will accept your payment up to two (2) business days after the event.

MEETINGS AND SEMINARS

We specialize in social events for members and guests. Members and organizations wishing to use rooms for private meetings and seminars need to contact management for details concerning available times and any applicable charges. Included in this document are room use fees and guidelines to help you plan and stay within your meeting budget.

SPECIALIZED AUDIO-VISUAL GUIDELINES

For your convenience, microphones, podiums, and audio-visual equipment items may be available through the RMC to support your function. Please be advised that only RMC staff and certain authorized personnel may operate this equipment. Identify your needs to the staff in advance of the function so we can reserve these items for you.

PRICING

Room bookings are for a four (4) hour period. All prices in this brochure are subject to change. Prices agreed to on contracts, signed within 30 days of the event, will not be subject to change.

CANCELLATIONS

All cancellations must be made through our Management the RMC requests that you give seven (7) business days' notice when a scheduled event must be canceled. An event POC will be responsible for paying 50% of the contract to cover costs in the event of cancellation after the deadline. Events cancelled on the day of the event will be charged the full amount of the contract.

SERVICE CHARGE

Any function occuring outside of normal operating hours will incur a $20 per person hourly fee for all hours that occur outside of operating hours. Sunday functions have an **additional** 5% fee.

TELEPHONE NEEDS

House telephones (if available) can dial anywhere on base. Phones may be available for local toll-free calls. If DSN access lines are required, notify the Manager during the function planning to discuss possible options for service. Other than in emergencies, conference and party guests are not paged for telephone calls.

DECORATIONS

All decorations other than those provided by the RMC are the responsibility of the host/sponsor. To preserve the beauty of the RMC for all members and their guests we request no nailing, tacking, or taping to the walls, ceiling, or other areas of the RMC without approval from RMC Management. The host/sponsor is financially responsible for any damages to the facility resulting from misuse of decorations. With the exception of place cards and some individual table decorations, all decorations must be fire resistant and meet the codes of the base fire department. Our Staff will assist you in coordinating your decorations in accordance with the fire codes. In addition, small paper or plastic glitter, confetti, party poppers, or other such decorations may not be used. **A minimum $100.00 clean-up fee will be charged when these items are used and** is subject to increase if determined appropriate by RMC management**.** Please coordinate the time you plan to decorate your tables and area with the RMC Staff to ensure there is no conflict with other functions.

PROPERTY, LIABILITY AND DAMAGES

Neither the RMC, nor the Air Force, is liable for any loss or damage to merchandise, equipment, or articles left in any facility prior to, during, or following any event. The host/sponsor will be held responsible for any loss or damage to the building, equipment, house decorations, or fixtures belonging to the RMC/base caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor. In addition, please do not operate or attempt to operate any of our audio-visual equipment without prior approval of RMC Management. Any damage to this equipment will be billed to the event host.

CATEGORIZATION OF EVENTS AND FEE STRUCTURES

Official Functions garner no facility usage fees. However, if RMC staff is setting up the event, there are set-up fees. The set-up fees for official functions are the same as normal set-up fees with the cost of any linens used subtracted from the fee. Examples of Official Functions are as follows:

- ❖ Airman Leadership School Graduation
- ❖ CCAF Graduation
- ❖ Mandatory CDA/CSC/SARC Training events (etc)
- ❖ Change of Command
- ❖ Wing-Wide/Individual Promotions
- ❖ Retirements

Unofficial Functions are Air Force /Base Events that do not fall under Official Functions, these events garner a minimum room fee as well as any set-up fees (See page 10 for fee structure.) Examples of Unofficial Functions are as follows:

- ❖ Military Private Organization Event
- ❖ Awards Banquets
- ❖ Chief Recognitions
- ❖ AF Ball
- ❖ Wing Events with Civic Leaders

Anything that does not fall under one of these two categories is considered an Unofficial Personal Function and garners the full fee listed on page 10.

Room Specifications

We have a variety of rooms at the RMC available for your special event. Our staff will assist you in choosing the appropriate banquet room for your function. Availability of any given area depends upon regularly scheduled functions in that space. Please see the list below for fees of each room, for the use of up to four (4) hours, and the cost per additional hour after that:

Room	Unofficial Functions	Unofficial Personal Functions
Entire Ballroom	*$50.00* ($20.00 per addt'l hour)	*$150.00* ($60.00 per addt'l hour)
Ballroom A or B	*$35.00* ($15.00 per addt'l hour)	*$100.00* ($45.00 per addt'l hour)
Entire Fireside Room	*$15.00* ($10.00 per addt'l hour)	*$50.00* ($25.00 per addt'l hour)
Fireside A or B	*$10.00* ($5.00 per addt'l hour)	*$25.00* ($10.00 per addt'l hour)
Conference Room	*$10.00* ($5.00 per addt'l hour)	*$25.00* ($10.00 per addt'l hour)

Room Set-Up Specifications

We offer a variety of layout styles for your event, depending on the room and number of people attending. With the aid of our staff, we will assist you in selecting the perfect arrangement for you and your guests. The following prices include labor and all auxiliary items required for the set-up, such as linens. Please see the list below for each set-up option and its respective price:

Small U-Shape (seats 15-27 people)	*$65.00*
Large U-Shape (seats 28-40 people)	*$80.00*
Long U-Shape (seats 41-55 people)	*$100.00*
Social Style	*$6.00 per table*
Theater Style	*$2.00 per chair*
Classroom or Expo Style	*$10.00 per table*
Banquet Style	*$150.00 Ballroom A or B* *$300.00 Entire Ballroom*

**** Official functions are the same set-up fees minus the cost of linens***

Room Set-Up Fees

Option 1: Standard Fee (Self-Setup and Tear-Down)

This option is offered for events where the set-up of the room will be predominantly handled by the party who is going to utilize the room, but will still need certain cost-incurring items from the RMC (i.e. linens, cloth napkins, dance floor). Prices for these items are outlined on page 12 of this brochure. Set-up will be supervised by a RMC employee. There will be no charge during duty hours (M-F 0700-1630). If set-up or tear-down must occur outside of these hours, there will be a fee of $20.00 per hour. Only RMC staff are authorized to use the audio/ visual and lighting systems. If a dance floor is needed, the set-up must be completed by RMC staff for a fee of $125.00. Set-up and tear-down will be arranged based on the existing events scheduled. Event POCs will be responsible for any clean up and non-RMC-related trash removal following the event, or they will otherwise incur a cleaning fee of $100.00 If tear-down must be completed entirely by RMC staff, a tear-down fee equal to half of the set-up fee applicable to the event will be assessed on the final contract (see page 10 for these fees).

Option 2: Full Fee (Staff Setup and Tear-Down)

This option is offered for events where the set-up of the room will be handled by the RMC staff. Fees incurred will include a room fee and set-up fees, as outlined on page 10 of this brochure. Set-up fees are non-waivable and are outlined on page 10 of this brochure. Use of all audio/visual and lighting equipment is included with the room fee. Only RMC staff are authorized to use the audio/ visual and lighting systems. The RMC has a small inventory of items available for use as decorations, but POCs are authorized to bring in their own decorations, provided they adhere to the RMC's decoration policy (see page 7). Decorating times must be arranged with the Manager and are based on the existing events scheduled.

Usage Fees

The RMC has various items for use within the facility. Items and quantities are based on availability. Lost or broken items will be charged at a replacement cost.

Tablecloths (all sizes)	*$4.^{00} ea*
Cloth Napkins	*$1.^{00} ea*
Table Skirt (w/ clips)	*$4.^{00} ea*
Chafing Dish (includes all necessary pans and 2 cans of chafing fluid)	*$10.^{00}*
Chafing fluid (for purchase)	*$5.^{00} per can*
Dance floor (includes in-house set-up)	*$125.^{00}*

Beverages | Party Bars

We offer two different options when it comes to providing bar service for your onsite event, and each option can be seen below:

Pay-as-you-go Bar: The guests order and pay for their drinks. Standard lounge drink prices apply. There is no service charge added to this type of bar service.

Open Bar: The host/sponsor agrees to pay for all drinks served. Drinks are dispensed to the guests free of charge with the host/sponsor assuming responsibility for payment. An open bar can be set up with a predetermined dollar amount or time limit. The dollar limit amount will be annotated in the contract. A register tab will be computed until the preset limit is reached. There is no service charge required to be added to this type of bar, but a 15% bartender gratuity is highly encouraged to be added into the contract at the discretion of the POC.

Onsite bar (includes bartender) minimum sales	*$150.00*
Onsite bar (additional bartender)	*$100.00*
Each additional hour of service	*$100.00*

NO outside beverages will be authorized to enter the RMC without prior approval of RMC management. NO alcoholic beverages will be authorized to enter the RMC.

There is a bar minimum of two (2) hours with maximum not to exceed the scheduled end time of the event.

We have a "designated driver" program that provides free coffee, soda, and juice to drivers you designate from your group. Coffee must be requested in advance. The RMC staff will stop serving alcoholic beverages to any individual they feel is over-intoxicated or nearing over-intoxication.

The host/sponsor is responsible for helping the RMC ensure that minors do not consume alcoholic beverages at their event.

Catering Options

Each buffet includes House Salad, Vegetable Medley, Dinner Rolls, and Water Service.

Regular Buffet: $32.00 per person

Vegetarian Buffet: $25.00 per person

Your choice of the following vegetarian options:	Vegetarian Lasagna OR Eggplant Parmesan
Your choice of the following proteins:	Prime Rib *OR* Roasted Herb Pork Parmesan Chicken *OR* Tuscan Chicken *OR* Chicken Marsala
Your choice of 2 of the following starches:	Pasta *(recommended with Parmesan Chicken)* Macaroni and Cheese Mashed Potatoes Roasted Potatoes Rice Pilaf

Coffee Service: $40

Requested:☐ Not Requested:☐

Includes sweeteners, cream, ceramic/to-go cups (if requested), and up to 3 airpots of coffee.

Desserts:

The Red Morgan Center & Alder House do not offer desserts. As such, outside desserts are authorized to be brought in. We do offer a cake service with cutting and plating should you desire it, however, you must supply the cake. If you would like cake service, please include this in the notes of the event request form located on pages 11 & 12 of this document.

Cake Service:

Requested:☐ Not Requested:☐

Should you want something that is not normally offered please contact management with your request. We are more than happy to customize your experience should operations allow.

I confirm that these are my catering selections for _____ on _____.

PRINT NAME:_____ SIGNATURE:_____ DATE:_____

Red Morgan Community Center
Conference Rooms

Thank you for considering the RMC for your reservation. Reservations for the conference room may be made up to 90 days out. Forms must be completed and returned to confirm reservation. All policy and procedure pages must be initialed and signed before we can confirm a reservation. Reservations are not finalized until a confirmation email is sent to the host by staff.

Reoccurring reservations may be booked out 90 days at a time at no more than 1 day a week and two weeks a month. Should you require your reservation to last more than 90 days, a new form must be submitted at the end of your current reoccurring reservation. Should you require an exception, please contact RMC management.

Cancelation Policy- Host must notify facility of cancellation via email no less than 24 hours prior to the reservation. Noncompliance of this policy will result in the following:

First Offense	Verbal warning that future reservations may be forfeited
Second Offense	Future reservations will be forfeited for 90 days
Third Offense	Future reservations will be forfeited indefinitely

All policies and procedures on permitted decorations earlier within this document apply to the conference rooms. Should you wish to reserve the space for a potluck or a special event requiring authorization for outside food, please forward this request to facility management.

Portable projectors are available upon request for these spaces. Requests for AV equipment must be made no later than 7 days prior to the event.

Conference rooms may be reconfigured however you need for your function, however, we ask that you return desks and chairs to their initial positions as part of your tear-down/clean-up.

Red Morgan Community Center

Event Reservation Form

Red Morgan Community Center Staff Only

Booking Date:
Reservation Taken By:

Primary POC required (Rank/Name and Duty Phone Number)**:**

Alternate POC required (Rank/Name and Duty Phone Number):

Official Function: ☐ **Yes (Set up fees may apply)** ☐ **No (all fees may apply)**

Official functions are Retirement Ceremonies, Change of Commands, Promotions, and Commander's Call. Receptions, Holiday Parties, Thanksgiving Meals, and Going Aways are not considered an Official Function. **Initial Here:** _____

Organization:

Event Name:

Event Date:

(Hours of Operation are: M-F 0800-2000.)
Event requests outside normal operating hours must be booked at least two weeks in advance to ensure proper staffing.
Set-up Start Time:

Event Start & End Time:

Break Down/Clean up Completion Time:
(This is when you plan to be cleaned up and departing the venue. Failure to clean up/tear down may result in fees. The list of fees can be found within the Event Brochure.)

Rehearsal date(s) and Times:

Event Location:

Ballroom A (Cap. 128)	☐	**Ballroom B** (Cap. 136)	☐
Fireplace Room A (Cap. 49)	☐	**Fireplace Room B** (Cap. 49)	☐
Multi-Purpose room 203	☐	**Conference Room** (Cap 20)	☐

Estimated Attendance:

Will there be catering: Yes ☐ No ☐
All catering and refreshments must go through the Alder House. Any outside catering must be approved by facility management.
Initial Here: _____

Alcohol: Yes ☐ No ☐
ONLY FSS may provide alcohol. There is a minimum sales guarantee of $150 and 2 hours for a single bartender. Bar must be booked 2 weeks in advance.
Initial Here: _____

Will there be children present: Yes ☐ No ☐
(Children must be directly supervised at all times. Children cannot be within 25 feet of a bar when alcohol is being served. Children may not utilize play area after duty hours as area is not staffed.)
Initial Here: _____

18x18 ft Dance Floor: Yes ☐ No ☐
(There is a $125 set up fee.)
Initial Here: _____

Audio Visual Required: Yes ☐ No ☐

The Red Morgan Center will supply a Microphone and assistance with operating the Crestron System.
All other equipment: Laptop/cabling etc. Is the responsibility of the user to supply.

Only set-up fees apply for Official Functions.

Room Fee: _____ (2 Hr Minimum) **Rate _____ x Hrs _____ =_____**

Tables: _____ Round _____ Rectangle **Rate _____ x amt _____ =_____**

Chairs: _____ **Rate _____ x amt _____ =_____**

Dance Floor: **$125 _____**

Amount Owed: _____

Notes:

Customer Signature: _____ Date: _____

** Fees shown are not the total amount due. This is an estimate for planning purposes. Official invoice will be sent after the event with any incidentals and is due within 2 business days.*

Thank you for choosing the Red Morgan Center. We look forward to assisting you with your event.