

## Landings Usage Fees and Instructions

### Special Functions:

POC is responsible for individual attendee payments. The Landings does not assume this responsibility. All fees must be paid prior to the conclusion of the special function.

As a benefit of membership, members receive a 10 percent discount on food and beverage costs for personal functions.

All events are considered tentatively booked until the Landings caterer receives a signed contract. Contracts must be signed within three (3) business days of booking the event or the reservation will be lost. Final menu arrangements must be solidified a minimum of 10 business days prior to the function.

### Fees:

- The total contracted food and beverage cost includes a 20 percent service charge.
- Room charges:
  - a. Ballroom - \$165/hr
  - b. Daedalian Room - \$68/hr
- A minimum of two hours of room charges will be added to the special event contract for each function as follows:
  - c. Purchase of food equal to room charges will reduce room rate by 25%
  - d. Purchase of food equal to twice the room charge will reduce room rate by 50%
  - e. Purchase of food equal to three times the room charge will reduce room rate by 75%
- A 20% gratuity will be added to special event contracts for all food and non-alcoholic beverages. An 18% gratuity will be added to all alcoholic beverage services on the contract (i.e.; Open Bar, Champagne).

If requested, the caterer will build an event in Member Planet (MP) for the POC. The link will be provided to the POC for inclusion in their invitation for the event. Participants for the event will pay for the event via Member Planet, using the provided RSVP link. The convenience fee will be paid by the participant. The caterer will provide an updated RSVP list to the POC whenever requested. RSVP date must be a minimum of 4 business days prior to the event, to allow the POC to provide accurate participation numbers to the caterer within the contract deadline. All payments collected in MP will be deducted from the total due at the conclusion of the event. Remaining fees due must be paid before the conclusion of the event.

A 100% participant guarantee must be provided, in writing via e-mail, or in person, three business days in advance of the function and POC must make payment for the number specified. Additional participants cannot be added after the 100% guarantee is accepted by the caterer.

Bar service requires a minimum of \$100 in sales per bar. Difference in sales, below the minimum, will be paid by the POC prior to the end of the function.

### **Self-Setup Functions**

- The Ballroom and Daedalian Room are available for self-setup functions.
- All events are considered tentatively booked until the Landings caterer receives a signed self-setup contract. Contracts must be signed within three (3) business days of booking the event or the reservation will be lost.
- No fees will be assessed for self-setup events held during normal business hours. Three fee tiers will apply to After Hours Self-Setup events:
  - a. Tier 1 - Official functions: Not subject to facility usage fees during normal operating hours. After hours: Hourly room charge Monday thru Friday after 1600 & Saturday, \$10; Hourly room charge Sunday, \$15.
  - b. Tier 2 - Unofficial Military functions: Hourly room charge Monday thru Friday after 1600 & Saturday, \$15; Hourly room charge Sunday, \$20.
  - c. Tier 3 - Unofficial Personal functions: Hourly room charge Monday thru Friday after 1600 & Saturday, \$20; Hourly room charge Sunday, \$25.

No outside food will be brought into The Landings, with the exception of a cake or cupcakes. User must provide plates, flatware and napkins to support the cake/cupcakes. Drinks such as punch, coffee, and iced tea are available thru The Landings (contact Landings caterer for cost of these products).

### **Usage of Non-Appropriated Funded (NAF) Areas**

Room fees will apply to usage of all NAF areas of the facility regardless of purpose. NAF areas include the Dining Room and lounge area. Room fees will be discounted for events where food is purchased from Mugs or The Landings Catering Operation.

- a. Purchase of food equal to room charges will reduce room rate by 25%
- b. Purchase of food equal to twice the room charge will reduce room rate by 50%
- c. Purchase of food equal to three times the room charge will reduce room rate by 75%

Room fees will include any setup or tear down time.

Rooms must be returned to original condition at the completion of the event, to include, returning furniture to original location, removing trash and/or dishes from the room.

Room fees are as follows:

- d. Lounge - \$65 per hour
- e. Dining Room - \$68 per hour