

# POC CONTRACT

**Please read carefully and initial alongside each item.**

\_\_\_\_\_ Event POC is responsible for ensuring base access for all personnel without a military I.D (function attendees and catering personnel) (Visitor's Center- North Gate: 661-277-4407, South Gate: 661-275-0588, West Gate: 661-275-9771)

\_\_\_\_\_ Event POC is responsible for securing any outside support required for the event. (PA: 661-277-4710 Protocol: 661-277-3326)

\_\_\_\_\_ ALL outside entertainment contact information due one week prior.

\_\_\_\_\_ Local caterers and restaurants are not authorized to sell or dispense alcohol on Edwards AFB. Additionally, customers are not authorized to bring in their own alcohol for consumption or sale during an event. All requests for alcohol sales and/or service require bar service be scheduled. (Please refer to the Bar Service Request Sheet)

\_\_\_\_\_ Linen choice must be ordered two weeks prior to the event.

\_\_\_\_\_ Event POC is responsible for the replacement cost of linens damaged beyond repair.

\_\_\_\_\_ NO glitter, confetti, or candles with flames are allowed in the facility. POCs for events/functions that do not clean the facility and equipment in accordance with the checklist may be charged a cleaning fee of up to \$200.00.

\_\_\_\_\_ ALL menu choices are due two weeks prior to the event.

\_\_\_\_\_ Final head count is due 72 hours prior to the event and the final number will be the amount charged on the invoice. Pro-rata is also due at this time.

\_\_\_\_\_ Event POC is responsible for the final bill and must submit payment no later than the next business day. The credit card on file will be charged if outstanding balance is not finalized by the end of the month, close of business.

\_\_\_\_\_ ALL events are up to 4 hours, time of event should include time needed for set up. After the 4 hours there is a room fee charge per hour if event goes passed reserved time. (Official functions do not fall into this) Alliance: \$150/hr. All other rooms \$50/hr.

**As the event POC, I understand that I am responsible for abiding by the terms and conditions set forth in this contract.**

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**Event POC Signature**

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**Manager Signature**

Email completed POC Contract to [danielle.valentin@us.af.mil](mailto:danielle.valentin@us.af.mil) & [jillian.sullivan.2@us.af.mil](mailto:jillian.sullivan.2@us.af.mil)