



## NCCC PRIVATE PARTY REQUEST

### SPONSOR'S INFORMATION

Date: / /2010

LAST NAME	FIRST NAME
NATIONALITY	HQ/UNIT/DIV
NATO ID CARD	EXPIRATION DATE
HQ TEL EXTENSION	MOBILE PHONE
NS E-MAIL	UNCLASS E-MAIL

I kindly request the use of the NCCC areas below detailed for a private party to be held on

DATE: / /2010

The list of participants is attached.

I would like to have the availability of the following areas for the time detailed below:

Areas	From (hrs)	To (hrs)
Ball Room		
Med Room		
Pax Room		
Sun Room		
Santa Lucia Room		
Bar Room		
Kitchen		

I would like to have the availability of manpower IAW the following schedule:

Number of Workers	From (hrs)	To (hrs)

I understand that, once this request is approved, I will pay related costs no later than one week prior to the event at the Save Center Audio Visual Store cashier (during Save Center working hours). I will provide MWA Office with a copy of the ticket(s).

I declare that:

- I will not hold Allied Joint Force Command Naples responsible for any damages to my person and to my guests while using any existing equipment located at this NATO Installation and in general will not hold JFC Naples Command responsible for other damages particularly regarding accidents, theft, fire or other events relative to my automobile or motorcycle;
- I will not hold the Headquarters responsible for any damages caused by me or my guests to any property of the Headquarters, to any personnel working for the Command or third persons;
- I and my guests will follow extant Allied Joint Force Command Regulations, especially those regarding the use of equipment and traffic regulations.

### REQUESTOR'S SIGNATURE

<b>CASH</b>	APPROVED - DISAPPROVED
Date: / /2010	
CASH STAMP and SIGNATURE	

<b>FACILITIES MANAGEMENT BRANCH HEAD</b>	APPROVED - DISAPPROVED
Date: / /2010	
FMBH STAMP and SIGNATURE	



NCCC PRIVATE PARTY COSTS

Areas / Services	Fees including Pre and Post Cleaning	MWA Code	Q.ty	Total Cost
Ball Room (400)	150	BALLROOM		
Med Room (150)	100	MED		
Pax Room (150)	100	PAX		
Sun Room (50)	100	SUNROOM		
Santa Lucia Room (150)	100	SANTALUCIA		
Bar Room (100)	100	BARROOM		
Kitchen	150	KITCHEN		
NCCC Special Cleaning	50 (per room)	NCCCSCLEAN		
One hour Manpower	15	MANPOWER		