MISSION AND SOCIALIZATION SUPPORT REQUEST FORM

Thank you for choosing La Casa Del Mar to host for your upcoming event. Please call our office at 760-725-2231 for availability. Reservations for a PME are welcomed weekdays ONLY a during normal workings business hours. Rooms are reserved for a maximum of **FOUR** hours. **IN ORDER TO GUARANTEE THIS REQUEST, A PHYSICALSIGNATURE AND DATED CONFIRMATION IS REQUIRED.** In the event you need to cancel your PME, please notify an Event Coordinator within 24 hours. Please complete this form and return via email, or in person.

Lines 1 through 11 to be filled in by Host

ITEM #	DESCRIPTION	
1.	UNIT NAME	
2.	RANK/FIRST/LAST NAME	
3.	POINT OF CONTACT	
4.	TELEPHONE NUMBER	
5.	EMAIL	
6.	DAY/DATE OF EVENT	
7.	SET-UP TIME	
8.	START/END TIME	
9.	BREAK TIME(S)	
10.	NAME OF EVENT	
11.	NUMBER OF GUESTS	

Banquet Room	
La Marina	
Pacifico	

Description of Event

DATE OF RESERVATION:

Detail of Services & Equipment Required (to be filled in by Host)

SERVICE AND EQUIPMENT	DESCRIPTION	YES	NO
Seating Style:	Rounds of 8 or 9		
	Theater Style		
	Classroom		
	U-Shape		
Audio Visual:	Projection Screen		
	Easel		
	Podium w/microphone		

"FOR OFFICE USE ONLY"

DESCRIPTION	WAIVED $ AMOUNT	YES	NO
Set-up Fees (Room, Misc)	$ -		
Equipment (Audio Visual etc)	$ -		
Other	$ -		
Linen	$ -		
TOTAL AMOUNT:	$ -		

PRINT NAME/SIGNATURE:

PROVIDE ADDITIONAL COMMENTS (if any)and V.I.P'S ATTENDING:	

In accordance with Marine Corps Order 1700.30, para 8.a., off-base catering and food is prohibited, see exceptions below.

**** All outside catering must be selected from the "Approved Catering List" provided by an Event Coordinator. When booking your catering through an MCCS approved vendor, the Patron and/or Sponsor must inform La Casa Del Mar of which vendor is contracted. The Patron and/or Sponsor are also required to provide a contract that they have signed with the approved vendor. Pins, nails, glue, or tape may not be used to affix anything to any walls, chairs, or any other public space. A confirmed layout is required at least 48 hours prior to the event date. All requested changes outside of this window will be the responsibility of the client.**

La Casa Del Mar reserves the right to amend PME reservations, given business necessity, in regards to room location, time and date.