

LBV GENERAL INFORMATION



Making A Reservation

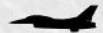
Information required to book your event/reservation

- Host's name
- Rank/ Pay Grade
- Address Office and cell number
- Name of group/organization hosting the event
- Approximate number of attendees
- Event start and end time
- Serving time for cocktail and dinner

Kindly make preliminary arrangements for date, time, and location as early as possible. Final menu arrangement should be made in person or via email. The contract must be signed and finalized 14 days prior to the events start date.

Payments

Cash (\$ USD only), personal check (made out to Aviano La Bella Vista Club), and any commercial Visa, Mastercard, and American Express are accepted for payment. The club requires payment by seven (7) business days after the event.



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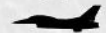


Liabilities

Neither the club, 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 losses or damages to the building, equipment, house decorations or fixtures belonging to the club/base caused by the host/sponsor or their guest. Damages will be billed to the host/sponsor at market replacement cost plus labor.

Cancellations

The cancellation of a function will be accepted only when the club has incurred no expense for goods and services. Cancellation may be made by phone within 72 hours for meetings. Functions consisting of set menus will require a week's notice. A minimum \$25.00 set up fee will be charged upon failure to cancel small meetings or seminars. A minimum of \$100.00 or 50% (whichever is greater) of party total will be charged for failure to cancel for larger functions.



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Decorations

All decorations other than those provided by the club are the responsibility of the host/sponsor. To retain the beauty of the club members and their guests are not to nail, tack or tape to the walls, ceilings or any other part of the club without approval of club management.

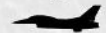
We do not allow:

- live candles
- glitter
- confetti (including confetti filled balloons) or other small scatterable material

To preserve linens including table clothes and napkins. If any forbidden materials are found after an event has concluded, a cleaning fee of \$100.00 will be added to the contract.

The host/sponsor is financially responsible for any damages to the facility resulting from misuse of decorations. All decorations must be fire resistant and meet the codes of the base fire department. Please coordinate the time you plan to decorate your tables and area with the catering staff to insure there are no conflicts with other functions.

Any decorations not removed at the end of an event will become property of the Club, unless prior arrangements have been made with the caterer.



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Private Bars

There are two types of bars: “pay-as-you-go” and an “open” bar. There is a \$100 sales guarantee per bar for each hour. If your party does not meet these minimums, a charge of \$100 per bar, per hour will be applied to cover bar labor.

- **Pay-as-you-go Bar:** The guest order and pay for their drinks. Standard lounge drink prices apply. See enclosed menu page on beverage prices.
- **Open Bar:** The host/sponsor agrees to pay for all drinks served. Drinks are dispensed to the guest 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. This limit amount will be annotated in the contract. A register tab will be computed until the pre-set limit is reached.

You may bring in your own specialty wines and champagne for a corking fee of \$5.00 per bottle with prior approval of management.

No other beverages (non-alcoholic or alcoholic) may be brought into the venue.

The host/sponsor is responsible for assuring minors do not consume supervised or unsupervised alcoholic beverages.



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Room Specifications

