

# OFFUTT EVENT CENTER

Let us help you plan your next event!

Send completed form to 55FSS.FSWP.communitycenter@us.af.mil

## {RESERVATION REQUEST FORM}

A credit or debit card is required at the time of reservation. Cards are subject to charges for any additional cleaning needed or damage to equipment or the facility.

First and Last Name of Host:  
Phone Number:  
Event Tier:

Organization:  
Email Address:  
Date of Event:

\*Start/End time MUST include time needed for set-up and break down\* Start Time:

End Time:

Guest Count:

\*All room information can be found on page two to include occupancy information, layout, and functionality\*

- Dining Room (\$20 Per Hour)
- Offutt Room (\$10 Per Hour)
- Raiders Lounge (\$50 Per Hour, Includes Bartender Service)
- MVP Room (\$20 Per Hour)
- Nebraska Room (\$30 Per Hour)
- Daedalian Room (\$20 Per Hour)
- Ballroom (\$40 Per Hour)
- Ballroom and Daedalion Room Combination (\$50 Per Hour)

\*Tier IV will have an additional 15% surcharge\*

\*Tier V will have an additional 20% surcharge\*

### Equipment Needed:

\*Additional amenities and free use items may not be available in all rooms, please refer to page two on additional information\*

Podium  Audio  Visual  Tables  Chairs

### Additional Amenities - Fees Apply

Catering through the Event Center Staff     Catering provided by third party (\$150 Fee)

Private Bar(s) (\$200 per 4 hours, \$50 per additional hr)                      Quantity

Bar Start Time                      End Time

Cake/Dessert Table (\$20 Fee)

# Room Information

## **Dining Room**

- 2,052 Sq Ft
- 137 Standing
- 80 Seated
- Portable Audio and Visual Capabilities

## **Nebraska Room**

- 2,484 Sq Ft
- 166 Standing
- 125 Seated
- Portable Audio Capabilities
- Visual Capabilities

## **Offutt Room**

- 440 Sq Ft
- 29 Standing
- 15 Seated
- Portable Audio and Visual Capabilities

## **Daedalian Room**

- 1,886 Sq Ft
- 126 Standing
- 100 Seated
- Portable Audio and Visual Capabilities

## **Raiders Lounge**

- 1,328 Sq Ft
- 89 Standing
- 60 Seated
- Audio and Visual Capabilities

## **Ballroom**

- 4,018 Sq Ft
- 268 Standing
- 200 Seated
- Audio and Visual Capabilities

## **MVP Room**

- 780 Sq Ft
- 52 Standing
- 40 Seated
- Visual Capabilities
- Portable Audio Capabilities

## **Ballroom and Daedalion Combination**

- 5,904 Sq Ft
- 394 Standing
- 300 Seated
- Audio and Visual Capabilities