



**APPLICATION FOR USE OF THE JUNIOR RANKS MESS BAR ROOM**

**WINDSOR ARMOURIES**

1. For use by institutes within the Armouries. Submit at least 15 days in advance.
2. If approved, the applicant agrees to the following conditions:
  - a. to provide security for the building during the function; and
  - b. to ensure that a supervisory officer is present and that good order and discipline are maintained.

**NOTES**

**CLEAN UP INCLUDES TABLES AND CHAIRS ARE LEFT AS FOUND; FLOORS CLEAN; GARBAGE IN METAL GARBAGE CANS; NO CIGARETTE BUTTS ON THE GROUND OUTSIDE THE MESS EXIT DOOR.**

**NO DEPOSIT IS REQUIRED, BUT IF LOSS OR DAMAGE OCCURES OR CLEAN UP IS REQUIRED AFTER INSPECTION BY THE MESS COMMITTEE, THE APPLICANT WILL BE BILLED ACCORDINGLY. A 638 CARD WILL BE FILLED OUT, FOR ITEMS LOCATED IN THE MESS, AND RETURNED TO THE OPI AFTER INSPECTION BY THE MESS COMMITTEE.**

Date of this request \_\_\_\_\_

Unit of Institute \_\_\_\_\_

Date Required \_\_\_\_\_ From \_\_\_\_\_ Hours To \_\_\_\_\_ Hours

Function (Name or Description) \_\_\_\_\_

Will you require use of the Mess' bar stock? \_\_\_\_\_

Will you require the services of the Mess' contracted Bartender? \_\_\_\_\_

OPI Name \_\_\_\_\_ OPI Signature \_\_\_\_\_

OPI Contact Info. Ph: \_\_\_\_\_ E-mail \_\_\_\_\_

Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved / Comments \_\_\_\_\_

Distribution List

Return to Originator  
Entertainment Committee  
Mess Committee

\_\_\_\_\_  
ENTERTAINMNT COMMITTEE APPROVAL