

## MCCS Special Events Booth Application

Event Information		
Event Name:		
Date:	Time:	Location:
Applicant Information		
Organization/Business Name:		
Mailing Address:		
Point of Contact Name:		
Email*:	Phone:	
Items to be sold:		
Terms of Agreement		
<ol style="list-style-type: none"> <li>1. Private organizations and home based businesses must be registered at MCAS Iwakuni to participate.</li> <li>2. A booth fee of \$50 is due at time of application.</li> <li>3. Booth fee includes set up, use, and breakdown of a 10' x 10' tent with one power outlet, two tables, two chairs, and lighting.</li> <li>4. MCCS staff reserves the right to relocate organizations to ensure full use of available event venue.</li> <li>5. Participating organizations/businesses are responsible for proper care of equipment provided by MCCS and for removal of trash from their assigned booth spaces at the conclusion of the event.</li> <li>6. Units and private organizations are responsible for submitting a fundraising request to the Station Judge Advocate. If selling food and/or drinks, a copy of the appropriate food handling certification from the Navy Family Branch Clinic must be provided with the fundraising request. The approved fundraising request and food handling certificate must be available for review at the event.</li> </ol>		
Statement of Understanding		
By my signature below, I certify that I have read, understand, and will comply with the guidelines outlined in the booth application and the accompanying Hold Harmless Agreement.		
Applicant Name	Signature	Date

**\*Personal email addresses only for private organizations and home based businesses. Use of official email address for private business is prohibited by DoD regulations. Forms received with official email addresses will not be accepted.**