



TRAIL'S END EVENT CENTER
4907 Randall Avenue, Bldg. 401
F. E. Warren AFB, WY 82005
Comm: (307) 773-3048
Email: 90fss.comservice@us.af.mil

Reservation Packet

Thank you for your reservation.

Hours of Operation

Trail's End Event Center

Monday - Friday
0730 - 1630

Closed Federal Holidays and AFGSC Family Days

Wrangler Lounge

Friday
1500 - 2300

Closed Federal Holidays and AFGSC Family Days

If Friday is a Holiday or Family Day will open on Thursday (1500 - 2100)



TRAIL'S END STAFF ONLY

EVENT NAME: _____ TYPE OF FUNCTION:

APPROVED ROOM: , DATE: _____

BAR MANAGER APPROVAL: _____ BAR OPEN: _____ BAR CLOSED: _____

DATE RESERVATION APPROVED & INPUT TO CALENDAR: _____

RESERVATION APPROVER: _____

PAYMENT AMOUNT: _____

PAYMENT RECEIVED/ON: _____

NOTES: _____



Attachment 1

Trail's End After Hours Fees					
Trail's End Rooms ¹	Capacity	Initial Usage Fee (3 hours)	Additional Usage Fee per hour:	Audio	Visual
Ballroom & Annex	209 - 357	\$200	\$25	Sound System CD Player Mics (2 ea)	Projector VGA Cable (50') HDMI Cable (3')
Baker Room	42	\$55	\$15	None	65" TV w/HDMI HDMI-DIPLAY Cable
Ground Zero	97	\$55	\$15	None	None
Pershing Room	52	\$40	\$15	None	65" TV w/HDMI HDMI-DIPLAY Cable
Rogers Room	73	\$100	\$20	None	None
Wrangler Lounge	150	\$300	\$25	None	Projector
Bar Service	-	\$125 Bar Sales (1 ST Hour)	\$75 Bar Sales	-	-

After hours fees apply to all functions (official & unofficial) outside hours of operation.

1. Wrangler Lounge Room fee is waived when Bar Service is used. If the minimum Bar Sales are met then the event POC does not owe the Bar fee. If the minimum Bar Sales are not met the event POC owes a fee of the difference.

Available Equipment		
Qty	Item Description	Location
192	Chair, Cushioned Banquet (Lt. Blue)	Ballroom
198	Chair, Cushioned Banquet (Dk. Blue)	Ground Zero
4	Chair, Wingback Official Function (Red)	Ballroom
1	Dance Floor, Wooden with 16 4x4 Squares	Ballroom
5	Podium, Wooden	Ballroom, Baker, Ground Zero, & Pershing
18	Table, 3' x 3' Metal Top Square Banquet	Ballroom
10	Table, 6' x 2.5' Metal Top Banquet	Ballroom
45	Table, 8' Round Metal Top Banquet (Seats 8-10)	Ballroom
12	Table, 8' x 2.5' Metal Top Banquet	Ballroom
3	Table, 8' x 3' Metal Top Banquet	Ballroom
42	Table, 6' x 2' Rolling Wood Look Top Conference	Ballroom
6	Table, 5' x 2' Rolling Wood Look Top Conference	Ballroom



CONTACT INFORMATION

NAME: _____ DATE: _____

WORK EXTENTION: _____ CELL NUMBER: _____

EMAIL: _____ SQUADRON/UNIT: _____

FIRST SERGEANT: _____ EXTENSION: _____

TYPE OF FUNCTION

All Other Functions

NAME OF EVENT: _____

Is this event for a Private Organization? If Yes please fill out the below information

Organization: _____ Presidents Name: _____

Email address: _____ Duty Phone: _____

PROJECTED HEADCOUNT: _____

REOCCURRING EVENT? DATES:

**If reoccurring event do not fill out Date of Event below*

DATE OF EVENT: From: _____ To: _____

****Reoccurring Calendar Event Policy****

Reoccurring reservations may be made 3 months at a time and submitted no earlier than one month prior to 1st requested month. _____ POC Initials

Example: If you are confirmed for Oct-Dec 23 and want to submit an extension on to the original event. You may request for Jan-Mar 24 at the beginning of Dec 23.

TIME OF EVENT: Start: _____ Finish: _____

EVENT PREPARATION:

Set-Up Time: _____ Hrs Tear Down Time: _____ Hrs

REQUESTED ROOM: [Select a Room](#) APPROVED ROOM: [Select a Room](#)

WRANGLER LOUNGE REQUESTED: YES NO

BAR SERVICE REQUESTED: YES NO Open Time: _____ Close Time: _____

REQUEST DEDICATED BARTENDER? YES NO

SPECIFIC EQUIPMENT REQUESTED: **If no equipment is needed then place N/A in box*



ATTENTION:

TRAIL'S END EVENTCENTER POLICIES

Upon completion of this packet, you acknowledge that if the following policies or regulations are not followed, we will be contacting your First Sergeant for accountability. Any violation of these policies may incur additional fees or prohibit you or your squadron from future reservations. If you have any questions or concerns, please contact Trail's End Event Center Staff. _____ **POC Signature**

Please check each item listed below that you have **read** and **understand** our facility policies.

- All functions must be consistent with good order and discipline. Conduct must be in compliance with Air Force Instruction (AFI) 1-1, *Air Force Standards*.
- I will ensure that children *under the age of 16* are supervised at all times.
- I will ensure **NO** alcoholic beverages are brought into the building.
IAW AFI 34-219, Alcoholic Beverage Program, para 4.8.1, personal supplies of alcoholic beverages are not authorized in Force Support facilities or on the grounds of Force Support programs selling or serving alcohol.
- I will secure manpower to setup, teardown and manage events as Trail's End staff does not provide manpower.
- I will ensure completion of the Event Closing Checklist at the end of the event or at the end of the each day.
- Room configuration may be modified as needed. Room will be returned to original configuration at end of event.
- Items that may damage/stain carpets or cleaning equipment (*e.g. hay, glitter, confetti, etc*) are **not** authorized. Additionally, I **will** cover any damage caused to Trail's End Event Center equipment or facility.
- I understand that Trail's End has audio/visual (A/V) capabilities in the Ballroom, Baker, and Pershing Rooms but I **MUST** supply my own computer and slide clicker. I understand that Trail's End Staff can assist with A/V set-up and instruct me on usage of equipment but it is my responsibility as the POC to provide someone to run A/V.
*If the scope of your request exceeds the capabilities of Trail's End staff, you will need to contact the Communication Squadron **no later than one week** prior to event at 90 CS/Comm Focal Point (90cs.commfocalpoint@us.af.mil)*
- Return all Trail's End provided materials/supplies at the end of event. All materials/supplies not belonging to Trail's End must be removed promptly at end of event.
- Trail's End Event Center does not currently have a food contract. Outside food and drinks for mass consumption must be approved by Military Public Health (307) 773-3040.
Small prepackaged snacks, cake, cookies and light non-alcoholic refreshments are ok without approval.
- If, flags or distinguished visitor support are required, contact 90 MW Protocol at (307) 773-2137.
- If applicable a 50% deposit fee will be due once confirmed by Trail's End Staff to secure the room. Deposit fees are non-refundable after **21** calendar days prior to event.

REQUEST SUBMISSION

Submit reservation packet to 90 FSS.FSWC.Trail's End Event Center & Wrangler Lounge:

90fss.comservice@us.af.mil

Reservations will be processed NLT COB the following duty day from date of submission

Reservations are not final until you receive confirmation via Outlook Calendar Invite

Name: _____ Phone: _____

Signature: _____ Date: _____

