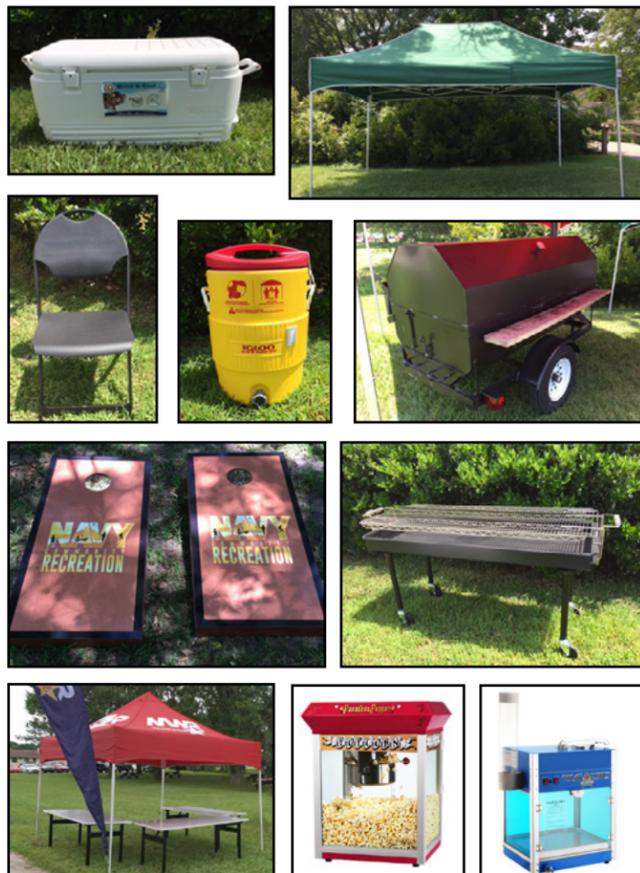


Outdoor Rental Price List

RENTAL ITEM	DAILY PRICE
Inflatables	CALL
Chairs	CALL
6-ft. Table	CALL
Small Grill (2 x 5)	CALL
Large Grill (3 x 6, Tow Behind)	CALL
10 x 10 EZ UP Tents	CALL
10 x 15 EZ UP Tents	CALL
Large Ice Chest Cooler (100 qt.)	CALL
10 Gallon Drink Cooler	CALL
Corn Hole Boards (2 boards & 8 Bags)	CALL
Hitch Insert with Ball	CALL
Snow Cone Machine*	CALL
Popcorn Machine*	CALL



*Supplies not included in rental price.

Ceremonial Items Available at NSAHR Portsmouth only. Call 953-5095.



RENTAL ITEM	DAILY PRICE
Padded White Chairs	CALL
Stage	CALL
Ceremonial Bullets	CALL
Red Carpet	CALL
Table Skirt	CALL
Linen Tablecloths	CALL
Bunting	CALL
Podium	CALL
Portable PA	CALL
Trash Cans	CALL
Kwik Covers (elastic table cover)	CALL

Authorized Free Equipment

- Tables
- Chairs
- Grills
- Canopies
- Coolers
- Lawn Games/Sports Pack

OFFICIAL COMMAND SUPPORT INFORMATION



NSA HAMPTON ROADS
 Northwest - 421-8250 | Portsmouth - 953-5095
 Headquarters - 444-0347

Official Command Support Information

Equipment and picnic areas are available on a first-come, first-serve basis to commands at no cost for official command functions held on base (command sponsored homecomings, half-way parties, command picnics, pre-arrival events and QOL: quality of life events). The request must be submitted on command letterhead and signed by the requesting command's Commanding Officer or by direction, naming a person responsible. The letter should be received up to 30 days in advance and no later than five days before function and must include the following.

1. Name of Command, type of event, date and time of event.
2. Equipment/Park Pavilion being requested.
3. Anticipated attendance
4. POC

Please know all alcoholic consumption at a command-sponsored event will require additional paperwork and signatures.

Failure on the part of any person to abide by the rules and regulations of this booklet may result in the loss of facility privileges.

Upon review, approval by the MWR Community Recreation Division will be given within 3 business days and the applicable fees will be waived. All other checkout procedures and user agreements will

still apply, and must be paid in full at time of reservation.

Maximum issuance for equipment provided at no cost is one day from the time of pickup. Additional equipment required beyond the scope of this policy is available through MWR Community Recreation for a daily fee. All equipment is subject to availability. If additional time is needed, MWR will address that on a case by case basis. Applicable clean-up, labor, or setup fees will still apply as normally charged by MWR per installation guidelines.

All catering of food and alcoholic beverages must be offered to NAVSUPACT MWR catering, unless waived by the Commanding Officer or the MWR Director. For official command functions, if MWR catering is waived and outside catering services are utilized, the pavilion rental fee will not be waived, and payment will be due.

A request for a waiver of MWR catering must be submitted to the Commanding Officer via the MWR Director and must include: valid business license, proof of insurance and catering menu from outside vendor. For family type picnics, personnel may bring limited home-made or frozen food and beverages into parks. No outside vendors/concessions will be allowed inside parks (including parking lots) without approval of the Commanding Officer.

COMMAND RESPONSIBILITIES:

- i. Arrange transportation and working party for equipment pick-up, set-up, clean up, and return during designated times. Uncleaned equipment is subject to a cleaning fee.
- ii. Responsible for any repairs or replacements of damaged equipment caused while in their possession.

Pavilions:



NSA HR HEADQUARTERS:
Cutter Park Pavilions:
Six Pavilions each,
capacity of 96 people

Your reservation includes use of the following: two playgrounds, one multi-purpose athletic field, 10 horseshoe pits, three sets of restrooms, a family restroom and four sand volleyball courts. If not reserved by another party you will also have access to three multi-purpose athletic fields and four softball fields.

Staff College Pavilions:

Three Pavilions each, capacity of 48 people
Your reservation includes use of the following: two horseshoe pits, one sand volleyball court, one multi-purpose athletic field and two softball fields and one tennis court.

NSA HR PORTSMOUTH:

One pavilion, capacity of 55 people
Your reservation includes use of the softball field and one multi-purpose athletic field.



NSA HR NORTHWEST:
Picnic Pavilion located near the pool,
capacity of 78 people

Your reservation includes use of the following: one sand volleyball court, one tennis court and one basketball court and access to the pool during operating hours.

Enclosed Pavilion at the Campground,
capacity of 60 people

Your reservation includes use of the following: one sand volleyball court.



Open Air Pavilion at the Campground, capacity of 24 people

Your reservation includes use of the following: one sand volleyball court.



Picnic Packages:

All picnic packages include up to four hours of food service (while supplies last), delivery to any of our on-base picnic areas, set-up and break down of food/beverage stations, plastic utensils, paper products, and food service staff. There is a cost per person for additional entrée and for additional side item to your menu selection.

#1 NAUTICUS

Hot dogs, hamburgers/cheeseburgers, baked beans, chips, potato salad or coleslaw, fresh baked cookies, tea and water

#2 WATERSIDE

Choice of one: Pulled pork BBQ or fried chicken, hot dogs, hamburgers/cheeseburgers, baked beans, chips, potato salad and coleslaw, fresh baked cookies, tea and water

#3 WISCONSIN

Pulled pork BBQ and fried chicken, hot dogs, hamburgers/cheeseburgers, baked beans, chips, potato salad and coleslaw, fresh baked cookies, tea and water

BOXED LUNCHES

Deli sandwich (ham, turkey, roast beef or veggie) with potato chips, bottled water and two fresh baked cookies



Call your Catering Specialist for additional menu options at 443-6111.

PURCHASE ANY PICNIC PACKAGE FROM ABOVE AND RECEIVE THE FOLLOWING:

PICNIC PACKAGES

One bounce house, popcorn or snow cone machine, one set of corn hole boards

PICNIC PACKAGES

Two bounce houses, popcorn or snow cone machine, two sets of corn hole boards

PICNIC PACKAGES

One amusement (joust or bungee run or dunk tank) and one bounce house, rockwall, popcorn or snow cone machine, three sets of corn hole boards

*Popcorn, bags, butter and salt will be provided as well as snow cone syrup and cups.
Inflatable theme distributed based on availability.

