

# Non-Federal Entity Event Request Form

## Organization

Date of Application:

Organization Name:

Organization Address:

Organization Website:

Point of Contact Name:

POC Phone#:

Point of Contact Email:

Organization Mission:

Is the organization already an authorized NFE aboard MCINCR-MCBQ?

# Event Information

Name of Event:

Is this the first time you have held this event on MCINCR-MBCQ?

If no, when was the last date?

Requested Location:

***(Note: If the event will be at more than one location, you will need to send a map outlining locations to MCINCR-MCBQ\_NFE@usmc.mil)***

Event Start Date & Time:

Event End Date and Time:

Describe the event:

Is this event being held to raise funds for your organization?

If yes, please provide details:

Is this event being held to raise funds or items for another organization?

If yes, please provide details:

Will the event be open to individuals outside of your organization?

If yes, please provide details:

How many participants do you expect?

Is there a cost associated with participating in the event?

If yes, please provide details:

Will all participants pay their own costs for attending the event?

If no, please provide details:

Does this event require the use or support of any MCINCR-MCBQ personnel?

If yes, please provide details:

Please list what other base activities/facilities/services are involved with this Event:

List any VIPs (General/Flag Officers/SES, local or national government elected officials, and celebrities) attending the event:

Will there be gambling or games of chance during the event?

If yes, please provide details:

Will awards/prizes/gifts be presented during the event?

If yes, provide details:

Will there be alcohol served/available during this event?

If yes, provide details:

## **Acknowledge**

I understand that: If this request is approved, adequate liability insurance must be secured unless specifically waived by the Commander, MCINCR-MCBQ.

I understand that: The NFE may be required to obtain an appropriate real estate agreement if government properties, including buildings, are required for the event.

I understand that: There may be costs and fees associated with this request.

I understand that: All private organization documentation must be up to date with MCINCR-MCBQ before this request will be approved.

I understand that: Gambling of any kind is not permitted aboard MCINCR-MCBQ.

I understand that: All advertisements must carry the disclaimer stated in paragraph 4.i.(1) of MCBO 5760.3B and that no advertising may be conducted until receipt of approval letter to conduct this event.

I understand that: The decision to permit the organization to conduct an event rests solely with the Commander, MCINCR-MCBQ.