

Facility Usage Fees

Tier 1

Official functions: Not subject to facility usage fees. This tier does not include catering, the bar, set up, or clean up.

- Airman Leadership School Graduations
- Wing Wide Events
- Change of Commands
- Commander's Calls
- Mandatory Trainings
- Retirements/Promotions
- Official FSS Events

Tier 2

Personal functions: Subject to facility usage fees. The Battle of Britain room or East Anglia room facility fee is \$50 for utilization up to 2 hours. The Ballroom fee is \$100 for utilization up to 2 hours. Fees will be waived if catering or the bar is booked through the on-base catering service. Payment is needed to secure reservation.

- Farewell Events
- Anniversaries
- Reunions
- Birthday Parties
- Weddings
- Baby Showers
- Non-Federal Entity Events

Eagles' Landing Event Center

Reservation Form

As of: 5 May 21

Please review event calendar at Lakenheathfss.com or call us prior to completing form.

Date of Function: _____ Name of Function: _____

Start Time: _____ End Time: _____ Estimated Attendance: _____

Time of event should include time needed for set-up and break down

Room(s) Reserved: ☐ Ballroom ☐ Battle of Britain ☐ East Anglia

Bar Service: ☐ Yes

☐ No

Bar Reservation Form Required

☐ Ballroom Bar _____

☐ Jolly Olde Eagle Pub _____

Catering Service: ☐ Yes

☐ No

Projector/ Projector Screen Use: ☐ Required ☐ Not Required

Point Of Contact: _____

Email Address: _____

Cell #: _____ Duty #: _____ Squadron: _____ Office Symbol: _____

Alternate POC: _____

Email Address: _____

Cell #: _____ Duty #: _____ Squadron: _____ Office Symbol: _____

For Official Use Only (FOUO)