FUNCTION REQUEST FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Completed Function Request Form must be attached and emailed to persons below by sponsor in the order stated below. * Delete as required.

1. **Wardroom - XO Chaplaincy - Admin Approved Yes / No***
2. **MACCO Manpower for Security Security arranged Yes / No***
3. **XO Staff Assistant (Final Approval) Function approved Yes / No**

This function request is to be completed and forwarded to the 1st Lt a minimum of 7 days prior to the function, although notification should be ASAP. Late notifications will **not** be considered.

Function Location	

Sponsor [1]		Sponsor Mess No:	

Function Name:		Date of function:	
Type of Function:		Numbers attending:	
Entertainment to close at:		Function to close at:	
Number of Non-UK Nationals attending function:		*Nominal list of all Non-UK Nationals attending function must be provided to security cell ASAP but a minimum of 7 days before function. Full name, D.0.B and country of origin must be included.*	
Number of guests remaining overnight:		*A nominal list of all guests remaining overnight must be passed to MPGS.*	

The following Taxi Companies have drivers cleared to access CWD.			
24/7	01329 235235	A to B	01329 825825
AKS Taxis	01329 825825	Always Taxis	01329 533333
Blaven Cars	01329 231478	Radio Taxis	01329 282282
West End Cars	01329 248330		

CWD Taxi Policy can only be relaxed by XO, ESyO or OOD out of hours. (Authorisation must be sought before this document submitted)	Authorised	Y / N

All visitors are to be clear of HMS Collingwood 45 minutes after completion of function. ***The Mess/Club Manager/Sponsor is to report clear to MPGS Ext 2352***

It is the Sponsors responsibility to ensure that adequate measures are in place to ensure that under 18's do not purchase or consume alcohol at the function. The Sponsor is responsible at all times for the conduct and behaviour of visitors to HMS Collingwood.