

WEDDING OR SPECIAL EVENT APPLICATION

**Melville Hall
USMMA
Kings Point, N.Y. 11024

*Please Print and fax to (516) 466-0502
A signed copy of this application
If unsure, leave blank and call us (516) 466-8288
Call us to confirm receipt*

**I, (we) request the use of Melville Hall at the U.S. Merchant Marine Academy for our
Wedding Reception or Special Event (Choose one & describe)_____.**

Applicant Name_____

Applicant Affiliation with Academy:

- | | |
|---|--|
| <input type="checkbox"/> Alumnus (Class of _____) | <input type="checkbox"/> Maritime Associations (describe) |
| <input type="checkbox"/> Family of Alumnus | <input type="checkbox"/> Academy Related Service (describe) |
| <input type="checkbox"/> USMMA Faculty/Staff/ & Family- Dept _____ | <input type="checkbox"/> Community Service Organizations |
| <input type="checkbox"/> Active Duty & Reserve Military & Family | <input type="checkbox"/> Non Profit Organizations |
| <input type="checkbox"/> Merchant Mariner & Family | <input type="checkbox"/> Federal/State/Local Governments |
| <input type="checkbox"/> Retired Military & Family | <input type="checkbox"/> Community Service Employees (describe) |
| Describe Relationship to above _____ | <input type="checkbox"/> Academy Benefactors (describe) |
| | <input type="checkbox"/> All Others (limited) |

Date (s) Day Requested: *First Choice:* _____
Second Choice: _____

Contact Information:
Name of person or organizations engaging Melville Hall

Applicant Name Or Bride _____ **Applicant Name Or Groom** _____

Address _____ **Address** _____

Work Phone: () _____	Work Phone: () _____
Home Phone: () _____	Home Phone: () _____
Cell () _____	Cell () _____

Ceremony Planned at Mariners' Memorial Chapel: **Yes** **No**

Signature of **A**pplicant (Bride or Groom) if applicable Date

Signature of Family Member (If relevant) Date

It is understood Melville Hall will provide all Food and Beverages. It is important to understand that final approval of this application is determined by Eligibility and available dates and times. The earliest postmarked (faxed time & date) will receive priority. There is a minimum number of guests in attendance required to secure the facility. (check with Manager, at present it is 100 paid guests).The Superintendent of the U.S. Merchant Marine Academy reserves the right of final approval. A confirmation of your date and time will be sent to you. You will be required to finalize your application with a formal contract within 30 days. A Non-Refundable surcharge will be required at that time. (Check with Manager for amount). Congratulations and best wishes on this important day.