



RESERVATION REQUEST FORM

DEFENSE SUPPLY CENTER RICHMOND

(804) 279-1092

DEFENSEMWR.COM/RICHMOND
FACEBOOK @MWRRICHMOND

Customer Information

| | |
|--------------|-------------|
| Last Name: | First Name: |
| Eligibility: | Rank/Grade: |
| Phone: | Email: |

Reservation Information

| | | |
|---------------|-------------------|-------------------|
| Arrival Date: | Departure Date: | Number of Guests: |
| Room Type: | Number of Nights: | Total Price: |

Billing Information

| | | |
|-----------------|--------|-----------|
| Street Address: | | |
| City: | State: | Zip Code: |

Effective May 1, 2023, MWR Richmond accepts only credit and debit cards (Visa and Mastercard) as valid forms of payment for MWR services. Cash and checks are not accepted. You will be contacted via the phone number provided above to collect and process your credit or debit card information.

Notices

- Once your reservation is processed, you will receive instructions about procuring your room key. If this information has not been received by 3:00pm on the date prior to your arrival, please contact us at (804) 279-1092.
- Check-in is at 3:00PM and check-out is at 11:00AM.
- All cancellations or changes must be made by 1:00PM on the date prior to your expected date of arrival. However, if your expected date of arrival is Saturday or Sunday, the cancellation or change must be made by 1:00PM Friday.
- If your cancellation or change is not made according to the guidance/instructions above, MWR will assess a charge equal to the amount of a one-night stay, except Saturday and Sunday arrivals, which will be charged for the full weekend stay.
- MWR cannot sponsor, guarantee, or otherwise secure installation access for Lodging guests. Installation access requirements can change with little to no notice based on threat conditions. MWR highly recommends contacting the DSCR Visitor Center at 804-279-4754 to answer any questions concerning you and/or your guests' eligibility as well as the latest in threat conditions. If for any reason you are not allowed on DSCR, MWR will not be held liable for any lodging, food, or other expenses related to your access being denied.
- The following items are prohibited: Tobacco products (cigarettes, cigars, hookah, e-cigarettes, vape pens, smokeless tobacco, etc.), illegal drugs, candles and incense, and cooking equipment other than the provided appliances (electric/gas burners/griddles, air/deep fryers, etc.).
- Loud music and/or behavior that disturbs other occupants is to be avoided.
- NO PETS ALLOWED: Service animals as defined by Title I and Title II of the Americans with Disabilities Act (ADA) are welcome. Emotional support, comfort, and therapy animals are not considered service animals under the ADA.
- In the event of an emergency, comply with all instructions provided by DSCR personnel. You may be asked to evacuate to a designated location.
- The Antler Inn Lodging Manager can be reached by phone at 804-279-1092 or by email at thomas.hogge@dla.mil, Monday – Friday, 8:30AM – 3:30PM.

Hold Harmless Agreement

The signee and the legal sponsor of individuals identified on this form, does hereby, and as an inducement to the MWR Fund and Installation Support at Richmond, allow the use of, participation in, or involvement with MWR facilities, equipment, services, or programs. The undersigned does hereby forever release, acquit, and discharge MWR, Installation Support at Richmond, and the United States Government from any and all cause or causes of action. This includes personal injury, illness, death, property damage, cost, charges, claims, demands, and liabilities of whatever kind, name or nature in any manner arising out of the use, enjoyment, and control over participation, or involvement in or with equipment, services, or programs.

This release is intended to cover all injuries, fatal or nonfatal, and illness of every name, kind or nature, and personal property damage. If any, which may be or might not be, sustained or suffered from any cause whatsoever connected, or arising out of, or by reason of the use of, participation in, or involvement with MWR facilities, equipment, services, or programs.

The undersigned further agrees to pay for the cost of possible future damage, loss, or injury, and will hold harmless the MWR Fund and Installation Support at Richmond and the United States Government from any and all cost, charges, claims, demands, and liabilities of any kind arising from improper or negligent use of, participation in, or involvement with MWR facilities, equipment, services, or programs.

Privacy Act Statement

Authority: 5 U.S.C., Section 301, AR 25-55, and AR 340-17

Principal Purpose: To make reservations for lodging for eligible personnel

Routine Uses: General information necessary to complete lodging reservation. In the event of an emergency, requested information is necessary to contact the customer.

Mandatory or Voluntary Disclosure: Voluntary

If Information is Not Provided: Payment may be missed resulting in a late fee or cancellation.

Customer Agreement and Signature

Signature*: _____ Date: _____

* If you cannot sign this form, please reply in an email stating that you have read, understand, and agree to this notice. Failure to follow these policies may result in immediate cancellation of reservation and/or future reservations.

MWR Richmond, Lodging Reservation Request Form, July 2024