

**BASE ACCESS REQUESTS TO CARNEY PARK FOR COMMAND
FUNCTIONS, PICNICS, PARTIES, ETC**

1. Eligible patrons requesting access to Carney Park for group events must coordinate their request via the MWR Administration Office, Admin 1, Capodichino. Requests must be submitted no less than 12 working days prior to the event.
2. For a successful event, a list with the following information is required. Guests over the age of 16: name, nationality and ID number; guests under the age of 16: name, nationality, and date of birth. Guest vehicle make, model and license plate information is also necessary.
3. Applicable guest and site fees are to be paid 3 days prior to the event at the Carney Park NOR Center, tel: 081-526-1579. Payment will not be accepted on the day of the event.
4. For more information, please call 626-4050 or 081-568-4050.

Group Booking Process Timeline

12 Days prior to the event	Letter requesting group access submitted to MWR Admin Office	MWR Admin Office will Date Stamp the request
10 Days prior to the event	Guest list the date stamped by MWR, submitted to Security	Security approves and serializes the request
3 Days prior to the event	Payment of guest and site fees at the Carney Park NOR Center	NOR Center staff accepts payment and delivers list to the Carney Park Security gate

- Substitutions and additions to the approved guest lists are not authorized.
- Deletions from the list may be coordinated with the NOR Center prior to payment of the guest and site fees.