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NINTH FIELD ARTILLERY REGIMENT
VETERAN CORPS OF ARTILLERY
STATE OF NEW YORK
US ARMY GARRISON FORT HAMILTON
7811 5TH AVE, PMB #395, BROOKLYN, NEW YORK 11209

LETTER OF REQUEST FOR VCASNY SERVICE

The following form shall be used by organizations to request services by the Veteran Corps of Artillery of the State of New York. Please fill out / scan and return form to the VCASNY at missions@vcasny.org

Requesting Organization: _____

Name and purpose of event: _____

Date of event: _____ (Submit form at least fourteen (14) days prior to event)

Start time of event: _____ **End time of event:** _____

Reporting Address: _____

City State Zip: _____

Expected attendance: _____

Other military units in attendance: _____

Sponsoring Organization: _____

Does the event have backing of local government? ☐ YES ☐ NO

Have you applied for and received appropriate permits? ☐ YES ☐ NO

Is the detail inside or outside? ☐ INSIDE ☐ OUTSIDE

If outside, is there a weather contingency? Where? _____

Type of venue (e.g. hall, arena, field, stage, church, tent): _____

Changing and Restroom location for detail? _____

Parking location for detail? _____

Will refreshments / beverages be provided for detail? ☐ YES ☐ NO

Is there a need to have flags posted? ☐ YES ☐ NO

If so, what flags and how many? _____

Ceremonial Rifle Party required? ☐ YES ☐ NO

Civilian Point of Contact:

Name: _____

Phone number: _____

Email: _____

Please check which VCASNY units are requested:

☐ Color Guard: \$500.00

☐ Field Music: \$500.00

☐ Rifle Party: \$350

☐ Howitzer Firing Battery: \$1,500.00. Number of howitzer rounds requested: _____ @ \$50 per round

Total cost: \$ _____

CUI

We understand that the fees for services of the Veteran Corps of Artillery of the State of New York are independent of one another. Other fees may apply; visit <http://www.vcasny.org/mission-request/> for details. Fees MAY be reduced for certain requests from VSO's and other military/veterans related events/organizations upon request.

Should the VCASNY approve this request, payment shall be made via PayPal to paymaster@vcasny.org or online at <http://www.vcasny.org/mission-request/> no later than two business days after request approval.

If electronic payment option is not available, remit the required fee by check or money order payable to "Military Society of the War of 1812" to an address provided by the VCASNY, with your mission name in the memo.

- Uniform of the Day will be determined by the VCASNY Officer in Charge of the detail
- Requesting organizations are responsible for securing all required permits (e.g. FDNY, NYPD, etc.) No refund will be issued for permits not in order. Cost of permits is the responsibility of requesting organization.
- All payments to the VCASNY are charitable tax donations