



Utah Morale, Welfare and Recreation Programs and Facilities

2023 Welcome Packet and Agreement

Based at Camp Williams, Utah - 17800 Redwood Road Bluffdale, Utah 84065

Thank you for considering the Utah Morale, Welfare and Recreation (Utah MWR) programs and Camp Williams facilities. We would love to host you for military-style recreation and memorable experiences!

In this Welcome Packet and Agreement you will find information regarding requesting, reserving, and participating in recreational activities and facility rentals through Utah MWR. Many FAQs are answered in this Welcome Packet.

Please keep in mind that Camp Williams is a military compound and safety is our number one concern.

Table of Contents:

- **Request and Planning Processes**
- **Payment Due Timelines and Billing Information**
- **Recreation at Camp Williams**
- **Activities and Pricing**
- **Facilities and Pricing**
- **Guidelines and Policies for MWR Recreation Groups**
- **Eligibility and Facilities**
- **Contact Information**
- **Agreement and Signature Fields**

Request and Planning Processes

Please read the entire Welcome Packet and Agreement before continuing with the planning and request process. Please ensure your group is able to meet all requirements, guidelines, and processes laid out in the Welcome Packet, and that each member of your group understands what is expected of them before the day of your program or facility rental. In order to begin the planning and request process, which comes before confirmation of a booking, you must make a **\$200 non-refundable deposit** over the phone or with a check, as well as submit the last two pages of this Welcome Packet which make up the Agreement. Please complete the Agreement with your request and be sure it's signed and dated by two main contacts from your group. In the section of the Agreement for desired activities and facilities, please be as specific as possible with dates, timelines, and number of participants including the required adult-to-youth ratio as explained in the "Guidelines and Policies" section of this packet. While some items may need to be adjusted based on availability, this helps the MWR coordinator with the request process. We also can give you a tour and/or provide videos and photos of particular activities and facilities if you'd like to see what we have to offer and how it can work with your event.

We take requests on a first-come-first-serve basis, and will serve groups who submit both their Agreement and deposit first. Activities and facilities are subject to book by military units as this is a military base and military units come first, so please know your request and/or reservation is always subject to change. Please work together with your MWR coordinator to make a tentative request before submitting your signed Agreement.

Once the MWR coordinator receives both your Agreement with your desired activities and deposit, they can begin the planning and request process. The coordinator will work on your agenda and request your dates with Range Control (facility management) as well as coordinate facilitation by trained MWR Recreational Facilitators for your group (if booking recreational activities). Initially, the recreation coordinator can look at tentative availability, but **nothing is requested with MWR until we have both the Agreement with your desired activities and deposit, and nothing is considered reserved with MWR until you receive a confirmation packet and confirmation email which may not come any earlier than 120 days before your event.** Once your rentals and/or activities are confirmed and within 30 days, you will receive an agenda, map with meetup instructions, and waivers for your group to bring signed on the day of the event.

Please keep in mind that this is a military base which requires some special processes and paperwork, and the request and planning process takes time. If you're requesting several months in advance, it's possible to have a request pending but not confirmed until the date gets closer. It is recommended to communicate with your MWR coordinator, return all communication attempts, and get all required documents submitted in a timely manner.

Feel free to reach out with any questions you may have. We're looking forward to working with you!

Payment Due Timelines and Billing Information

Below are the timelines for payments due. Groups are welcome to pay in full over the phone before the payment deadlines.

- Non-Refundable Deposit (\$200) paid over the phone or by check: This payment is due with the Agreement before in-depth coordination begins and before requests are put in with facility management (Range Control). Deposit amount will be applied to your total.
- 50% Payment (minus the \$200 deposit): 50% deposit invoice will be sent after an agenda is completed and entered into our system.
- Paid in Full: The remaining balance is due 30 days before event date. An invoice will be sent via email.

Groups will not be allowed on camp without final payment.

Changes: Due to the complexity of changes of facilities and activities at Camp Williams, any changes made by the client after 90 days will incur a \$100 change fee per item changed. Should Range Control need to change or cancel an activity, the group will be rescheduled or refunded minus the \$200 booking deposit.

Cancellations after 60 days from the start date of the event forfeit 50% of their event total.

Cancellations after 30 days from the start date of the event must pay the total balance.

Recreation at Camp Williams

Visit us for your team building, sports camps, corporate training, family reunions, church gatherings, and more! We'd love to host your group and provide a program full of fun! Visit the "Civilian and Youth Groups" page at utahmwr.com to see a video that highlights our most popular recreational activities! Ask to see photos or to book an in-person tour.

Please note:

- All recreational activities include MWR facilitators to facilitate each group activity.
- MWR facilitators will give safety briefings regarding Camp Williams safety regulations and the safety requirements of each recreational activity as needed.
- Adult leadership in every group will be required to enforce and monitor safety rules.
- Groups are not required to complete the whole allotted time if group leaders would like to shorten an activity.
- Breaks for rest, bathrooms, water, meals, etc. are incorporated as needed for each activity.
- Round-Robin coordination for big groups doing multiple activities is available! A Round-Robin and/or a multi-day schedule may be required depending on factors such as desired activities and group size.

Activities and Pricing

Leadership Reaction Course (LRC) - \$600 (Up to 4 Hours): Small teams act as military squads to move through a series of stations. Each station contains unique objectives to accomplish with whatever obstacles lie ahead, including limited equipment and time to accomplish the mission. Groups face mental and physical challenges that give opportunities to practice teamwork and leadership skills. There are dry and wet stations available all summer long. This activity pairs great with Team Building. For groups booking outside of the summer season, the dry side is available with a Team Building option. Recommended for ages 12 and older.

High Ropes Course - \$600 (Up to 50 people and/or 2 Hours)/\$1000 (51-100 people and/or 4 Hours): Each participant works as a team with a ground partner to get through multiple lanes of obstacles high off the ground. Safety and climbing equipment (harnesses, helmets, lobster claws) is provided to each participant to safely face obstacles high off the ground. Individuals and their partners get the opportunity to experience team work and communication and to build trust and confidence within the group and individually. This activity is a great way for your team to get out of the comfort zone! Access to our Low Ropes Course is included with this activity. Due to the limit of people allowed on the course at a time, group leaders may be approved to facilitate games or activities, including the Low Ropes Course, for those not actively using the High Ropes Course. Recommended for ages 12 and older.

Military Rappel Tower - \$100 (Up to 49 people, 2 Hours)/\$1500 (50-74 people, 2 Hours)/\$2900 (75-125 people, 4 Hours): Individuals participate in the one of the most exciting and memorable events offered with MWR Recreation. This is a rare opportunity to rappel off of a military rappel tower using our wall option and/or free-fall option. Groups have the opportunity to grow together and cheer each other on while each group member challenges themselves. Group members have the opportunity to encourage team members and gain confidence with this exciting experience. Access to our Low Ropes Course is included with this activity. Due to the limit of people allowed on the tower at a time, group leaders of larger groups may be approved to facilitate games or activities, including the Low Ropes Course, for those not actively using the Military Rappel Tower. For bigger groups, this activity is great paired with another activity or as part of a round-robin. Recommended for ages 10 and older.

Military-Style Physical Training (PT) - \$400 (1.5 Hours)/\$500 (3 Hours)/Add \$150 per additional facilitator based on group size and goals: Individuals and groups are pushed to the limit with fun, Army-style fitness activities and challenges. Groups will have customized goals to accomplish to promote fitness, team work, and perseverance. Some groups want to toughen up their teams and some groups want to play! Work with your MWR Recreation Coordinator to meet your group's needs. A building or field cost may apply depending on the group's needs or the weather. Customizable for all ages.

Team Building Games and Activities - \$400 (1.5 Hours)/\$500 (3 Hours)/Add \$150 per additional facilitator based on group size and goals: Individuals, partnerships, and groups get to know each other better and can apply lessons learned to real life. Groups will have customized activities to meet the group's desired objectives. This option is great whether you want get-to-know-you activities, hours of facilitated play, or just to leave with a more close-knit group. Military-Style Physical Training and other military-related tasks can be added your Team Building schedule, if desired. Work with your MWR Recreation Coordinator to meet your group's needs. A building or field cost may apply depending on the group's needs or the weather. Customizable for all ages.

Survival Skills Class - \$600 (Up to 3 Hours): Groups participate in a customized survival class based on group ages and goals. Groups may learn different knowledge and skills including basic land navigation, compass and map use, edible plants, building snares, first-aid kit essentials, shelter building, useful knots, and more! Individuals should be prepared to take notes and learn skills prepared by an experienced survival expert. A classroom cost may apply depending on the group's needs or the weather. Customizable for ages 8 and older.

*Ask your MWR Recreation Coordinator about more in-depth, hands-on, longer training experiences that can be customized for your group's needs. Recommended for ages 15 and older.

Land Navigation Skills - \$1000 (Up to 4 Hours): Groups work together to learn and practice military-based land navigation skills which can include compass use, map reading, terrain features, and more. Groups have the opportunity to gain confidence in finding their way using a map and navigating unknown terrain. A building cost may apply depending on the group's needs or the weather.

*Ask your MWR Recreation Coordinator about more in-depth, hands-on, longer training experiences that can be customized for your group's needs. Recommended for ages 15 and older.

American Flag Etiquette - Free with any recreational activity booking: Available as a free 10-minute add-on to any activity or as a customized, 30-minute presentation. As an add-on to any activity, some group individuals can participate in a flag folding demonstration and learn the proper flag folding technique as well as historical significance and symbolism regarding the American flag. Groups can also opt to learn how to fly and respect the flag according to the flag code.

*Ask your MWR Recreation Coordinator about more in-depth, hands-on flag-folding experiences for small groups.

5-Mile Trail - Free with any recreational activity booking: Groups can book this trail behind the Beehive Social Club to enjoy the trail until the 1-mile cutoff.

Patriotic Presentation - Free: Groups can schedule a daytime or evening visit to Camp Williams between August-May to receive a free patriotic presentation which can include a member of our MWR staff sharing about the military, American history, flag etiquette, flag folding demonstration, flag folding practice, and the option of getting a group photo in front of the stationary airplane at Camp Williams. This is a great activity and learning experience for school classes and other groups of elementary-aged children. Customizable for all ages.

Coming soon - Stay Tuned: Capture the Flag, Off-base hiking, Off-base snowshoeing, Tubing/Sledding, and more!

Facilities and Pricing

Facilities are available for half-day, full-day, or multi-day rental! Ask to see photos or to book an in-person tour!

Please note:

- When booking classrooms and mess halls, the building booked may be slightly different than the building photographed or seen during a tour depending on facility availability.
- All facilities must be cleaned and left in original condition by the renting group, including bathrooms cleaned and trash cans emptied, before check-out.
- Missing keys will incur a \$250 fee.

Amphitheater - \$400 (Full day)/\$200 (5 Hours, 0800-1300 or 1400-1900): This beautiful outdoor amphitheater next to the pool is a great place for firesides, concerts, speeches, or gathering your group. Outdoor plugs are available if you want to bring your own AV equipment.

Athletic Field (Half of field) - \$300 (4 Hours): This beautiful athletic field and track is located next to the pool and is available for field activities, outdoor fitness, and assemblies.

Classrooms - \$600 (Full day)/\$300 (5 Hours, 0800-1300 or 1400-1900): Classrooms are facilities with open space for classes, arts and crafts, service projects, gathering groups, etc.

Building 6150 (Large Meeting Hall/Hanger) - \$700 (Full day)/\$350 (5 Hours, 0800-1300 or 1400-1900): Excellent venue with open space for dances, conferences, speeches, group games, etc. Two meeting rooms are included. Chairs are available to set up in this building. This is a very popular venue with limited availability.

Dining Facilities/Mess Halls - \$600 (Full day)/\$400 (5 Hours, 0800-1300 or 1400-1900): Dining facilities make it easy to cook for and/or feed your team. Full kitchens come with sinks, stoves, ovens, fridges, freezers, etc. Bring your own utensils, pots and pans, etc. Seating is available. Outside catering is permitted. Please communicate during the booking process with your MWR Recreation Coordinator if extra people from your group and/or caterers will be bringing food to the base.

Officer's Club (O Club) - \$1300 (Weekday, 8 Hours, 0600-1400 or 1600-0000)/\$1500 (Weekend, 8 Hours, 0600-1400 or 1600-0000): This unique, beautiful building is on the National Historical Registry. Come see this newly renovated building which holds approximately 300 guests. The Officer's Club comes with a large hall, food preparation room, bar area, working fireplaces, an AV system with microphones, a window room and a patio with beautiful views of the valley, and two outdoor barbecues. Optional pool use with required lifeguard available upon request. Optional alcoholic bar use with required bartender available upon request. This rental comes with housekeeping and an event planner to help with your event. Tables and chairs are also available. The Officer's Club is great for weddings, receptions, ceremonies, parties, and other types of gatherings.

Service Club - \$500 (Full day, 0500-1700): This is a social club with fantastic views of the valley, an outside gazebo, barbecues, indoor seating and tables, pool tables, games, and TVs with a football package. Available for private rental. Rental includes a facilitator or bartender.

Sunrise Hall Chapel - \$700 (Full day)/\$400 (5 Hours, 0800-1300 or 1400-1900): This amazing chapel can be reserved for religious meetings, funerals, weddings, receptions, concerts, and other ceremonies and gatherings. It has outdoor patios, gardens, and amazing views of the valley.

Swimming Pool with Pavilions - \$4 per person (4 Hours, 1100-1500 or 1500-1900)/\$65 (Small, 30 people)/\$105 (Large, 60 people): Pavilions equipped with gas grills are available for gatherings or meals. Groups must bring lighters and propane. This is a great activity to add to your recreation schedule or Round-Robin, or a great way to relax after a hot day of recreation in the sun.

Camping - (\$1 per person, per night plus porta-potty rental): Sleep under the stars at Camp Williams with your group. Groups can bring RVs and/or tents. Porta-potty and sink quotes will be provided based on group size and number of days/nights booked. No campfires permitted. Shower room available for rental.

Shower Room - \$250 (2 Hours): Shower room available to rent.

Connex Café - Food and Beverages - Open Daily 0530-1400: Delicious food is available for purchase as well as customized cold and hot drinks.

Guidelines and Policies for MWR Recreation Groups

Every individual and group on Camp Williams must follow Camp Williams and Utah MWR rules and regulations.

1. Range Regulations:
 - All military members and civilians with an MWR program require a trained MWR escort going to and from the Camp Williams Range (utilizing the rappel tower, ropes courses, Leadership Reaction Course, etc.) whether walking or driving. Any walking or driving past the range gate without a trained MWR escort leading is unauthorized by Camp Williams and Range Control. Military members and civilians who attempt to violate this military regulation will have their booking halted without refund and may be subject to further consequences.
 - If your group would like to park on base and walk to the range, this must have been coordinated with your MWR coordinator beforehand during the planning process.
 - Groups using the Camp Williams Range are responsible to provide their own first-aid needs, water, sunscreen, shade, garbage bags, food/snacks, hand-washing needs, and other needs. There is latrine available. There is no water available, so please remember plenty of water, especially during hot days. Folding tables and chairs are permitted. Please be aware of the weather and bring what you need for your group to be happy and healthy. We run programs rain or shine as long as Range Control deems it safe.
2. The primary group contacts who sign the contract and communicate with the MWR coordinator are responsible for ensuring their group leaders, drivers, and group members (including parents of group members, if applicable) are aware and understanding of all applicable information. Group contacts are responsible to relay the information provided by the MWR coordinator such as the information provided in this Welcome Packet and Agreement, the map and meetup instructions, group agenda, policies and expectations, and any other information. Please ensure all group members are informed well in advance, prior to departing to Camp Williams.
3. Waivers:
 - Each individual with an MWR recreation program is required to bring an appropriately signed waiver (provided to the group contacts before the event date) whether or not they are participating in the event. Generally, the group must stick together and program start times may be delayed until MWR facilitators receive a waiver for each individual.
 - Each group member should understand the dress code (which is specified for safety reasons) and any possible risks associated with the event prior to departing to Camp Williams. Individuals not wearing proper clothing or proper shoes will not be permitted to participate.
4. All foreign nationals (people who are not U.S. citizens) must be vetted prior to 30 days of arriving to Camp Williams with a group. Please communicate with the MWR coordinator ahead of time if there are foreign nationals in your group so we can get your group members properly vetted with Range Control leadership before the 30-day deadline.
5. No events or activities which profit an individual or group are permitted with use of Camp Williams facilities (ex: renting a building to host a paid retreat).
6. Groups must start and end at their assigned times. An arrival time will be assigned to your group (typically 30-45 minutes before the start time of your recreational activity). If your group is running late, please contact MWR staff as soon as possible. An added fee will be charged to groups wanting to make up time due to late arrival, but in many cases the group must end once the allotted time has been reached. Most recreational activities cannot begin until the entire group arrives. If a group is running late with no notice and MWR staff cannot reach group contacts, the group may be cancelled with no refund.
7. Speed limit, distracted driving laws, and seat belt laws must be followed at Camp Williams. Each individual is required to be in their own seat with a seatbelt while traveling anywhere at Camp Williams. Each group requires enough drivers and vehicles to safely transport each group member.

8. Adult leadership of youth groups:
 - Adults with youth groups must take an active role in the accountability and safety of each group member and may be asked by MWR staff to take part in facilitation. Youth groups must provide a minimum of 1 adult for every 10 youth. Each youth group leader is required to take part in an adult leader briefing upon group arrival.
 - Youth group participants who are 18 years old should only count as adults in the adult-to-youth ratio if they are not participating as a youth in the activities and agree to participate in adult supervision.
9. Groups receive briefings for each activity. Each group member must be present to take part in each briefing before activities can begin. Safety requirements must be followed or activities may be paused or halted with no refund.
10. Group leaders must bring a first-aid kit and keep it with the group during the entirety of the booking. If injuries occur at Camp Williams, adult leadership within the group is responsible for the care of the injured individuals. If an ambulance is needed DO NOT DIAL 911. Incidents must immediately be reported to MWR Facilitators. In case of emergency requiring an ambulance, immediately call Range Control at 801-878-5421. Contacting Range Control is the fastest way to get an ambulance to the right location as fast as possible.
11. Group insurance or event insurance is required for any recreational activity or rental. Proof of insurance must be provided to the MWR coordinator before the activity or rental date (30 days prior if possible). Certificate must include: \$1,000,000 limit per occurrence and \$300,000 damage to rented premises. Camp Williams can be listed as the Certificate Holder. Groups at Camp Williams will be responsible for any loss, damage, injury, or destruction of property that results from negligent actions during their event.
12. Group arrival:
 - Group arrival and departure time, including all comings and goings to and from Camp Williams, must be arranged ahead of time with your MWR coordinator for security purposes. For personal vehicles arriving to Camp Williams, the main entry must be used (NOT THE TRUCK GATE). For buses arriving to Camp Williams, the truck gate must be used. Every driver and adult in the vehicle needs a state-issued ID ready to present to security at the gate to get on base. Upon group arrival, follow the instructions and map provided by your MWR coordinator. Please do not ask others for directions or stop anywhere besides the designated areas on your map as the most accurate information is provided during the booking confirmation process.
 - If your group is arriving by bus, this must be coordinated with your MWR coordinator during the booking confirmation process for security reasons, and the bus must enter through the truck gate.
13. Group members are not allowed to touch military equipment, physical training stations, or visit undesignated areas unless specified by an MWR staff member.
14. Civilian groups are responsible for cleaning reserved facilities prior to checking out. Cleaning supplies are provided within the facilities. Groups on the Camp Williams Range are responsible for providing their own trash bags/cans and removing trash prior to packing up in cars and exiting the range. There is a dumpster available on the range if groups would like to utilize it. If groups need more supplies for cleaning, they can contact Logistics (BLDG 1000) at 801-878-5470. A fee of \$250 or more may be incurred for non-cleaned facilities, including trash left on the range.
15. Wildlife is protected. We are using Federal and State land which means any and all wildlife is protected. Be aware of snakes and black widows anywhere at Camp Williams, especially the latrine on the range. If you see a dangerous animal such as a cougar, a snake, a wasp, a poisonous spider, etc., please inform an MWR staff member.
16. If a group member left behind or lost an item during your stay or activity, contact your MWR coordinator. Items are held for one month.

Eligibility and Facilities

https://le.utah.gov/xcode/Title39A/Chapter7/39A-7-S103.html?v=C39A-7-S103_2022050420220504

Index - Utah Code

Title 39A - National Guard and Militia Act

Chapter 7 - Morale, Welfare, and Recreation Program

Section 103 - Eligibility and facilities. (Effective 5/4/2022)

Effective 5/4/2022 39A-7-103

Eligibility and facilities.

(1) Use of the MWR program and facilities is limited to:

(a) active and reserve component members of the Utah National Guard and armed forces of the United States;

(b) individuals retired from the armed forces of the United States;

(c) civilian employees of the Utah National Guard;

(d) dependents of authorized individuals in Subsections (1)(a) through (c);

(e) contracted employees of the Utah National Guard while working on-site or conducting business on National Guard property;

(f) sponsored individuals when personally accompanied by a sponsor who is an eligible patron as described in this section; and

(g) other personnel or organizations at the discretion of the adjutant general.

(2) MWR facilities include any of the following, even if the shop, building, or parcel is only partially used for MWR purposes:

(a) post or base exchange;

(b) canteen or service club;

(c) barber shop;

(d) fitness center;

(e) snack bar;

(f) restaurant;

(g) billeting operation;

(h) laundry facility;

(i) range;

(j) swimming pool; or

(k) any other shop, building, or parcel that meets the definition of MWR facility in Section 39A-7-102.

(3) The adjutant general shall, by regulation, determine specific use priorities when MWR facilities cannot accommodate all authorized patrons.

Renumbered and Amended by Chapter 373, 2022 General Session

Utah MWR is acting sponsor for the MWR Recreation Programs at Camp Williams.

Contact Information

Recreation Manager/Coordinator: Chloe Card

Phone: 385-296-6108

Email: groupsmwr@gmail.com

Camp Williams Main Gate/Security

Phone: 801-878-5455

Emergencies/Range Control

Phone: 801-878-5421

MWR Billing/Accountant: Dr. Mark Oleson

Email: billingmwr@gmail.com

MWR Director: Wendy Forakis

Phone: 801-878-5822, 385-298-3512

Email: wforakis@utah.gov

MWR Address:

17800 Redwood Road

Building 6220

Bluffdale, Utah 84065

Follow "Utah MWR" on Facebook

Check out our website – utahmwr.com - for any upcoming events!

Agreement

This agreement is by and between the Utah MWR and Group Name:

for the facility rental and/or activities of Utah MWR Recreation Programs.

Date(s) requested: _____

All fees must be paid to Utah MWR prior to arrival. See current pricing sheet.

Indemnification

Renter agrees to hold harmless the Utah National Guard Morale, Welfare, Recreation Program (Utah MWR) for any liability incurred as a result of activities of renter or guests during the term of this contract. This indemnification extends even to liability incurred before the term of the contract, but directly caused by actions of renter or guests, and includes all reasonable attorney's fees and court costs associated with the collection of same.

Elevated Threat Condition

In the unlikely event that Camp Williams goes to an elevated Threat Condition (THREATCON) which significantly restricts access to the installation, all reasonable efforts will be made to ensure the renter and guests are accommodated. Depending on the threat level, a guest list may be required, two forms of picture ID must be presented at the gate, and the attendees will be escorted to the facilities. No additional cost will be associated with the possible variations of entrance requirements. *Should the THREATCON be elevated to the highest level where all non-military persons are restricted, group can either reschedule to a different date or a refund can be issued minus the \$200 booking deposit. This also applies to the case of Range closures due to weather conditions and other risks. MWR Facilitators have the right to pause or cancel any activity due to elevated risk. All efforts will be put into rescheduling any events cancelled or interrupted due to increased risk.*

Agreement

The writing or writings adopted by the parties to this Agreement represent the final and complete expression of the agreement. If any term or provision of this agreement shall be held invalid or unenforceable, the remaining terms and conditions of this Agreement shall not be affected thereby, but each such term and provision shall be valid and enforced to the fullest extent permitted by law. No alteration or other modification of this agreement shall be effective unless the modification shall be in writing and signed by the parties. This Agreement shall be binding on and shall insure to the benefit of the parties and their successors and assigns. The parties agree the State or Utah has jurisdiction over state claims and the United States has jurisdiction over federal claims. Renter agrees to be responsible for all the actions of guests and agrees that the renter and guests will abide by the terms of this agreement.

This agreement must be signed by designated contacts, and include deposit. Make all checks payable to Utah MWR. Payment in full for rental of facilities and activities is due 30 days prior to the event date. Payments not received may result in cancellation of contract.

Contact Information:

MWR Recreation Coordinator

Phone: 801-878-5424

Email: groupsmwr@gmail.com

Designated Group Contact #1:

Name: _____

Date: _____

Cell: _____

Email: _____

Billing Address: _____

I have read and understand the Welcome Packet and Agreement

Signature: _____

Designated Group Contact #2:

Name: _____

Date: _____

Cell: _____

Email: _____

I have read and understand the Welcome Packet and Agreement

Signature: _____

Event Information:

Group Name: _____ Requested Date(s): _____

Requested Arrival Date/Time: _____ Requested Check-Out Date/Time: _____

How many attendees: _____ Age Range: _____

If you are interested in camping, please fill out:

Male Count: _____ Female Count: _____ Do you plan to bring RVs? Circle: YES / NO

Are you interested in a quote for porta-potties or sinks? Circle: YES / NO

List your facilities and/or activity request(s) here:

Estimated Total Based on Desired Activities: _____ **Final balance due date:** _____

Invoices must be paid on time and final payment must be paid prior to the event. Due to the complexity of changes of facilities and activities at Camp Williams, changes made by the client after confirmation is sent will incur a \$100 change fee per item changed. Should Range Control or MWR need to change or cancel a facility or activity, the group will be rescheduled or refunded minus the \$200 booking deposit. Cancellations after 60 days from event start date must still pay 50% of the total event cost.

Booking Deposit (\$200) - Date Paid: _____ **50% of total minus \$200 - Date Paid:** _____

Remaining Balance: _____ **Final Balance - Date Paid:** _____