



# The Beehive @ Camp Williams

## Utah National Guard

### MWR Rental Agreement/Standard Operating Procedure

This agreement is by and between the Utah National Guard MWR and \_\_\_\_\_  
for the rental of The Beehive @ Camp Williams on \_\_\_\_\_ beginning (not before 11:00am)  
\_\_\_\_\_, and ending at \_\_\_\_\_ (Not to extend past 5:00pm).

*In order to reserve The Beehive, this contract must be signed by a current or retired, veteran military member, or civilian employee of the Utah National Guard. A valid current or retired ID, DD-214, or a copy of the member's orders is required for verification. The person signing this contract must be present at all times during the term of this agreement. Agreement will not be accepted without military sponsor signature and papers. Military sponsor must be present for the duration of the event.*

The following fees must be paid to the Utah National Guard MWR for the use of this facility:

#### **Building Rental Rates:**

- Monday through Sunday: \$450 per day (11:00am to 5:00pm)
- Rental Fee includes building security charge for access and occupation of the building.
- Official Utah National Guard Unit Functions: \$20 per hour building security fee; not to exceed \$120, granting access and occupation. Request must be submitted by memorandum with agreement and reserved through UTNG MWR.
- Rental Client is responsible for clean-up after the event. For military functions the Unit Command team will be responsible for cleaning and maintenance after their event. Clean up will follow the provided checklist.

#### **Additional Items:**

- Private catering of food and nonalcoholic beverage is permitted at the renters expense.
- Alcohol Service: A bartender will be provided with rental of the Service Club and remain on premises until event is finished. Events will not start before 11:00 am or extend past 5 pm

*No outside alcohol is allowed in the Service Club or on grounds (Utah State Law).*

- A 20% service fee will be added to all tabs not closed out at the end of the event.
- Group is responsible for cleaning after the event, according to the provided checklist. Failure to complete clean up will result in a minimum \$250 cleaning fee.

17800 CAMP WILLIAMS ROAD, BLUFFDALE, UTAH 84065  
BUILDING 6220  
MWR OFFICE: 801-878-5822  
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#### **Facilities Included:**

Rental of The Beehive includes use of the lounge, tables and chairs, BBQ equipment and bartender service. There are no kitchen resources available (i.e. pots, pans, dishes, utensils, etc.). Renter of the facility is in charge of bringing their own items for any cooking or serving needs. Renter of the facility may arrange private catering under their own accord. MWR will not be held liable for any costs associated with catering.

#### **Alcohol Policy:**

No outside alcohol is allowed under any circumstance (Utah State Law). This includes grog bowls (units are required to make any special arrangement for liquor through the MWR Manager). All alcohol must be purchased through the Service Club bar. No alcohol will be dispensed by anyone other than the MWR bartender. Alcohol consumed by the renter or guests which has not been dispensed by the bartender will subject the renter to immediate cancellation of the function. If alcohol is brought on to Camp Williams property, including the parking lot, it will be confiscated. Violations of this policy can incur a \$750 fine. The Service Club reserves the right to refuse service to any person appearing intoxicated, as stated in Utah Law.

#### **Cleaning/Damage:**

Failure on the part of the renter to clean the club according to the provided checklist will result in a minimum charge of \$250. Renter will be responsible for any and all physical damage to the structure or equipment, as well as any property removed from the Service Club. Renter will note any damage already existing to the Service Club prior to the term of the agreement and inform the manager. Any damage to the club caused by renter or guests will subject the renter to additional damage costs associated therewith. Additionally, damage to the club may preclude future use of the club facilities by the member or organization.

#### **Indemnification:**

Renter agrees to hold harmless the Utah National Guard Morale, Welfare, Recreation (UTNG 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.

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#### **Elevated Threat Condition:**

In the unlikely even 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 Service Club. 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 are restricted access, a full refund will be given.

#### **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 inure to the benefit of the parties and their successors and assigns. The parties agree the State of 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, including the following:

- NO ALCOHOL WILL BE DISPENSED BY ANYONE OTHER THAN THE MWR BARTENDER ANYWHERE ON CAMP WILLIAMS, INCLUDING THE PARKING LOT AND GROUNDS.
- The Beehive reserves the right to refuse service to any person appearing intoxicated.
- Rental activities of the Beehive Service Club will not begin before 11 am and will end at 5 pm.
- No open flames of any type are allowed (i.e. candles) in the Service Club.
- Bartender will open doors for entrance prior to event and lock up when event has been completed.
- Renter is responsible for set up and take down of decorations and for clean up of the facility.
- Any special items needed, i.e. microphones, easels, podiums, etc. are renter's responsibility.
- Private caterers are allowed.
- The Service Club is not responsible for loss of or damage to personal property left in the facility.
- There are to be no vehicles driven on to the lawn.
- No inappropriate activities/entertainment will be allowed inside or outside of the club.

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This agreement must be signed and a 50% deposit received for date confirmation. Make all checks payable to Utah National Guard MWR. Cancellations not made prior to 60 days of the rental date will result in the forfeiture of the Deposit. Payment in full for rental of the Service Club is due 90 days prior to event. Payments not received will result in cancellation. arrangement of payment can be made by calling 801-878-5822, or mwr@utah.gov.

*I have read and understand the above agreement:*

Name: \_\_\_\_\_

Unit/Branch (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Military Identification Included:**

- Active Duty or Retired ID
- DD-214
- Copy of Orders
- ❖ *If emailing, faxing, or mailing in your contract, please include a copy of your DD-214 or orders, as Military IDs are not to be copied.*

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## The Beehive @ Camp Williams Event Information

### **Event Information:**

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Actual Event Start Time(11 am or after) : \_\_\_\_\_ Event End Time: \_\_\_\_\_ (not to exceed 5pm)

Sponsor Name: \_\_\_\_\_

Sponsor Unit/Branch (if applicable): \_\_\_\_\_

Sponsor Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Sponsor Email Address: \_\_\_\_\_

Sponsor Mailing Address: \_\_\_\_\_

How many attending the event: \_\_\_\_\_

### **Bar Requests:**

Alcohol Service From (11 am or after): \_\_\_\_\_ to: \_\_\_\_\_ (will end at 5:00 pm)

❖ *Our bartenders are TIPS trained, and will serve according to the Utah State Law*



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## The Beehive @ Camp Williams Rental Invoice

Building Rental Fee: \_\_\_\_\_

50% Deposit: \_\_\_\_\_

Total Rental Fee Amount (due no later than 90 days prior to event): \_\_\_\_\_

**If using credit card-please call in number 801-878-5822 or mail check to address below:**



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