



Camp Williams Officers Club Utah National Guard MWR Rental Agreement/Standard Operating Procedure

This agreement is by and between the Utah National Guard MWR and Military Sponsor _____ for the rental of the Camp Williams Officers Club on _____.

Reserving the Officers Club: this contract must be signed by a current, retired or veteran, of US military service, or employee of the Utah National Guard or employee of the State of Utah. A valid current or retired ID, DD-214, VA Card, Disabled VA Card, or a copy of the member's orders is required for verification or Utah State CAC card. The person signing this contract must be present at all times during the term of this agreement/event. Agreement will not be accepted without military sponsor signature and papers. Military sponsor is responsible for venue and contract compliance and must be present at the venue for the duration of the event.

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

Building Rental Rates:

- Monday through Sunday: \$1500, from 8 am - 2 pm or 4 pm to 10 pm; not to extend past 10:00 pm; includes host or hostess. 50% Deposit with agreement will hold the venue for you.
- Early entry to the venue for set up is not possible.
- Utah National Guard Official Functions: No Charge for Building Rental – Official functions are unit functions, official ceremonies, etc. Official memo is required with agreement and must be booked through Utah MWR. Unit command team is responsible for cleaning and building security.
- Non-Utah National Guard Military Official Functions: No Charge for Building Rental– Official functions are unit functions, official ceremonies, etc. Memo is required with agreement and must be booked through Utah MWR. Unit command team is responsible for cleaning and building security.
- Family Readiness Group, Unit Family Day, Dining In/Dining out \$160 per 4 hour block not extend past 10:00 pm.

Details: * see Agreement and initial

- **OCCUPANCY Indoors: 180 Great Hall, 88 Sunroom, 83 Bar area—Outdoor deck and grounds are quite large and can hold 300**
- **Bar Tender/ Alcohol Service:** \$120 - 4 hours of serving time. Includes Bar Tender, Set Up, Mixers, Alcohol, **CASH BAR ONLY**, you may work out a tab with the bar tender and pay by cash or check. Or, pay by credit card to the MWR Office for a certain amount of pre-paid drinks prior to event. A 20% service fee will be applied to all tabs not closed out at the end of the event. Service will not begin before 11:00 am and will not extend past 10:00 pm.

No outside alcohol is allowed in the Officer Club or on grounds (Utah State Law). Please feel free to bring your favorite non-alcohol mixers if we do not carry them. Please feel free to bring your own non-alcohol drinks.

- **Sound System:** The Great Hall does have an audio system with hand held microphone & blue tooth wifi for guests to use. If you are using a DJ, the DJ must bring their own sound system.

Clean up directions: To avoid additional cleaning service charge, renter will follow the provided cleaning checklist. cleaning supplies in supply room next to men's restroom.

- If you use OClub tables and chairs - Wipe off and put away all tables and chairs set back onto the dollies. Dollies go back in the shed outside on the South/East Corner. Please put these away for the next group.
- Remove all food and decorations.
- Empty garbage cans – deposit garbage bags in dumpsters outside on the South/East corner
- Failure to complete the checklist will result in a minimum \$250 cleaning fee.

Facilities Included

Rental of the Camp Williams Officers Club includes use of all rooms in the building, kitchen facilities, tables and chairs, podium/lectern, deck area, and outdoor grounds. There are no kitchen tools available (i.e. pots, pans, dishes, etc.). The Officers Club kitchen is equipped with a commercial ice machine, warming cabinets, Microwave, Air Fryer oven and a commercial refrigerator. **Maintenance number is 801-878-5518, In case of an emergency call 911 then range control 801-878-5421.**

Officers Club Official Use Guidelines: **All official events require official memo with agreement**

Monday through Sunday: from 8 am - 2 pm or 4 pm to 10 pm; not to extend past 10:00 pm

Utah NG Unit Functions, Award Ceremonies, Retirement Ceremonies, Promotion Ceremonies, Change of Command, etc. During weekday or regularly scheduled unit training assembly periods - No Venue Rental Fees

Utah NG Unit Ceremony Official Use No Venue Rental Fees

Family Readiness Group, Unit Family Day, Dining In/Dining out \$160 per 4 hour block not extend past 10:00 pm.

Official UTNG Council, No Venue Rental Fees

TAG Groups Approved: American Indian Meeting, Veterans, Legislative Delegation, SPP, No Rental Fees

We offer twenty 5' round tables, two 7' wooden tables in the bar area, and four 2.5' rounds in the bar. There is also a 4' guest book table in the entry way. There are 155 chairs available for use. There is a podium for use. 10 patio furniture sets for outdoor use. The Main Hall will comfortably seat 120 people at the round tables. The Main Hall measures 24' x 46'.

Alcohol Policy

No outside alcohol is allowed under any circumstance (Utah State Law) \$750 fee will be charged for non-compliance. All alcohol must be purchased through the Officers Club bar, per Utah State Law. No alcohol will be dispensed by anyone other than the MWR bartender. Alcohol consumed by renter or guests which has not been dispensed by the bartender will subject the renter to immediate cancellation of the function, and a \$750 fee will be applied to the renter. If alcohol is brought onto Camp Williams property, including the parking lot, it will be confiscated. The Officers Club reserves the right to refuse service to any person appearing intoxicated, as stated in Utah law.

***Requires initial of sponsor:**

Any signage, directional, balloons etc indoors or outdoors, must be cleaned up after event or Maintenance will send you an invoice for the labor. Renter will be responsible for all physical damage to the structure including scratching the wood floors and equipment, as well as any property removed from the Officers Club. Renter will note any damage already existing to the Officers 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. **Requires initial of sponsor:_____**

Historical Building on the Utah Historical Register – No Modifications, including hooks, nails, etc.

Renter is on notice that the Officers Club is a historical building and even the slightest modifications may cause extensive damage. This includes nails, staples, or any other item in wood, masonry, concrete or rock, as well as tape on the wood floor. Such modifications are strictly prohibited and renter assumes the expense of repairing such modifications. \$500 fine per incident. **Requires initial of sponsor:_____**

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.

Requires initial of sponsor:_____

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 Officers 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.

Requires initial of sponsor:_____

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 of Utah has jurisdiction over state claims and the United States has jurisdiction over federal claims.

Returned Checks or Credit Cards \$50 Fee, plus \$25 late fee per month past due. Guests: Guests that have foreign ID or foreign nationals must be approved at least 30 days in advance by MWR Director, military sponsor and Operations for approval and authorization to enter camp.

Renter and Military Sponsor will be present at all times at the venue and 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. Any violation will incur a \$750 Fine.**
- The Officers Club is secured with security cameras, any damage to the property or alcohol violations will be invoiced after event.
- The bartender on duty reserves the right to refuse service to any person appearing intoxicated.
- In all cases, activities will end no later than 10:00pm.
- No open flames (i.e. candles, sparklers, lanterns, etc.) in the Officers Club or in the pool area. **Any Violation WILL INCURE A \$500 FINE.** Please help us protect this beautiful historical building.
- DO NOT THROW SILK FLOWER PETALS OR ANY OTHER ITEM THAT IS NOT BIODEGRADABLE. Maintenance will send an invoice for any labor costs to clean up property (out doors).
- Entrance: your host/hostess will open the facility, unlock doors, turn on lights – after the event your host/hostess will lock doors, gates and turn out lights and complete the checklist. Official Events, Unit leader who signs the agreement is responsible for the care, cleanup, and security of the building.
- Sponsor/Renter is responsible for set up and take down of decorations, food items, garbage cans to include tables and chairs. Unit command team are responsible for all clean up after official functions.
- Any special items needed, i.e. microphones, easels, etc. are renter's responsibility.
- There is a **sound system** and wireless hand held mic, please ask your host/hostess for the microphone. Blue tooth hook up, phone hook up for music is in the storage room against the door wall. This system works throughout the Officers Club, the microphone will work outdoors.
- The Officers 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 Tents or spikes in lawn allowed.
- No inappropriate activities/entertainment will be allowed inside or outside of the club.

Cancellation Policy:

This agreement must be signed by the Military Sponsor, a 50% Rent deposit received for date confirmation. Make all checks payable to Utah MWR. Cancellations not made prior to 60 days of the rental date will result in forfeiture of the Deposit, inside 60 days no refunds available. Payment in full for rental of the Officers Club is due 90 days prior to event. Payments not received will result in cancellation of contract. Direct any questions to the UTNG MWR Director, at 801-878-5822, cell 385-298-3512 or mwr@utah.gov.

MWR wishes you and your families the very best, enjoy this beautiful, historical building.

The Officers Club, originally called "The Hostess House", was constructed in 1934 in the English Tudor Style. The stone, sand, and gravel used in construction were quarried from the Camp Williams Military Reservation. In all, 327 tons of stone were used for the building. The club was originally used as a social hall and gathering place by the mothers, wives, sisters, and "sweethearts" of the men stationed at Camp Williams. The swimming pool and deck at the back of the building were added later on. The Officer's Club was listed on the National Register of Historic Places on April 1, 1985. The rock Masonry ditch which runs along Utah Ave, was built from 1938-1940 to water newly planted trees. Article written and provided by Maia London, Cultural Resources Program Mgr.

I have read and understand the above agreement (Military Sponsor):

Name: _____

Unit/Branch (if applicable): _____

Signature: _____ Date: _____ Military

Identification or valid Utah National Guard Employee Identification Included:

Active Duty or Retired ID

D-214

Copy of Orders

Valid UTNG ID

❖ *If emailing, faxing, or mailing in your contract, **do not** include a copy of your CAC/Military ID. They are not to be copied.*

Camp Williams Officers Club Event Information

Event Information – Contact Person(s) for event set up and details

Event: _____ Event Date: _____
 _____ If Applicable, Set Up Complete by: _____ Actual Event Start
 Time: _____ Contact Name: _____
 _____ Contact Unit/
 Branch (if applicable): _____ Contact Cell
 Number: _____ Alternate Number: _____ Contact
 Email Address: _____ Contact
 Mailing Address: _____ How
 many attending the event: _____

Bar Tender or Host/Hostess Times:

Alcohol Bar Requested: Yes No
 Bar Tender or Host From (time): _____ to: _____ (up to 4 hrs; Will Be Closed By 10:00pm)

Our bartenders are TIPS trained, and will serve according to the Utah State law.

Building Rental Fee: \$1500 Mon-Sun, 8am -2pm or 4pm -10pm _____

Bar Tender: \$120 (4 hr min) **CASH BAR ONLY** (11am or after ending 10:00 pm) _____

Total: _____ **Deposit -** _____ **Total Due:** _____

Total fees Amount (due no later than 90 days prior to event)

If using credit card – please call in number 801-878-5822 or 385-298-3512