



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



This agreement is by and between the Utah National Guard MWR and _____ for the rental of the Camp Williams Officers Club on _____, beginning at 9:00 AM, and ending at 1:00 AM the following morning.

To be able to reserve the Officers Club, this contract must be signed by a current or past military member, an immediate family member of a 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.

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

Building Rental Rates:

- Monday through Thursday: \$300 per day (9:00 AM to 1:00 AM)
- Friday through Sunday: \$500 per day (9:00 AM to 1:00 AM)
- Non-Utah National Guard Military Units: 20% Discount
- Official Utah National Guard Unit Functions: No Charge for Building Rental

Additional Items:

- Alcohol Service: \$200 fee for up to 4 hours of serving time.
No outside alcohol is allowed in Officer Club or on grounds (Utah State Law).
- Pool Use: \$25/hour (minimum of 4 hours) fee for Lifeguard, if pool is open, whether for swimming, or aesthetics.
- Set Up Service: \$200, includes setting up tables, chairs, and MWR-provided linen.
- Tear Down Service: \$200, includes tearing down tables, chairs, and MWR-provided linen.
- Cleaning Service: \$100 Cleaning Service

Clean up directions: To avoid a cleaning service charge, renter will:

- Wipe off and put away all tables and chairs in the storage room to the left of the fireplace in the main hall.
- Thoroughly clean the kitchen area.
- Sweep and mop all floors, to include the main hall, kitchen, bar, bathrooms and front door areas.
- Clean bathrooms.
- Remove all trash from the building, parking lot, pool area, and grounds. Dispose of the garbage in the dumpster located south of the club.
- Remove all decorations.
- Lock building and return key to the Security Gate.

Facilities Included

Rental of the Camp Williams Officers Club includes use of all rooms in the building, kitchen facilities, tables and chairs, pool (when open) and deck area. If pool use is requested, a lifeguard will be provided by the Utah National Guard MWR and will be paid for by renter. There are no kitchen resources available (i.e. pots, pans, dishes, etc.). The Officers Club kitchen is equipped with a commercial ice machine, a commercial stove with grill, a commercial refrigerator, and a standard refrigerator with freezer.

Camp Williams Officers Club, 17800 Camp Williams Road, Building 8100, Bluffdale, UT 84065
Phone: (801) 878-5822 Fax: (801) 878-5957 Email: lianne.m.pengra.nfg@mail.mil

Contract Updated 1 Jan 16

We offer twenty 5' round tables, seven 6' banquet 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 160 chairs available for use. Outside there are four 4.5' round tables, two 5.5' x 3' oval tables, one cocktail table, and 35 patio chairs.

The Main Hall will comfortably seat 120 people at the round tables. The Main Hall measures 24' x 46'. Table linens and napkins can be ordered for your function. Order must be placed at least three weeks in advance. The cost is \$5.00 per tablecloth and \$1.00 per napkin, plus a \$15 delivery fee. All linen ordered must be paid for, regardless if used or not.

Alcohol Policy

No outside alcohol is allowed under any circumstance (Utah State Law). This includes grog bowls (units are required to make any special arrangements for liquor through the MWR Manager). All alcohol must be purchased through the Officers Club bar. 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. 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.

Cleaning/Damage

Failure on the part of the renter to clean the club as agreed above will result in an additional charge of at least \$100. Renter will be responsible for all physical damage to the structure 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.

Historical Building

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.

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.

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.

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 Officers Club reserves the right to refuse service to any person appearing intoxicated.
- In all cases, activities will end at 0100 hours.
- No open flames (i.e. candles) in the Officers Club or in the pool area.
- In the event the pool is used, proper swim wear must be worn at all times in the pool, no street clothes. Swimmer diapers must be worn by any child not potty trained.
- Key to the Officers Club must be obtained from the Security Gate; renter is required to sign for the key.
- Renter is responsible for set up and take down of decorations, to include tables and chairs (unless setup/take down services have been purchased).
- Any special items needed, i.e. microphones, easels, podiums, etc. are renter's responsibility.
- Private caterers are allowed.
- 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 inappropriate activities/entertainment will be allowed inside or outside of the club.

This agreement must be signed and a \$100.00 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 forfeiture of the Deposit. Payment in full for rental of the Officers Club is due 30 days prior to event. Payments not received may result in cancellation of contract. Direct any questions to the UTNG MWR Manager, Lianne Pengra, at 801-878-5822.

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.*

Utah National Guard Employee Identification Included:

CAC Copy of Pay Statement (sensitive information may be redacted)

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Camp Williams Officers Club Event Information

Event Information

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 Requests

Bar Requested: Yes No

Alcohol Service From (time): _____ to: _____ (up to 4 hrs; must be shut down by midnight)

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

Linen Requests

Linens required: Yes No *There is a \$15 delivery fee for all linen orders.*

Quantity	Item	Color
_____	54 x 114 Tablecloth	_____
_____	90 x 90 Square Tablecloth	_____
_____	62 x 62 Square Tablecloth	_____
_____	Napkins	_____

The 90 x 90 square tablecloths fit the 5' round tables, the 62 x 62 square tablecloths fit the small tables by the bar, and the 54 x 114 fit the 6' banquet tables and the 7' wood banquet tables by the bar.

Tablecloths: \$5.00; Napkins: \$1.00 each. All linen ordered must be paid for, regardless if used or not.

Color Options:

Black

Burgundy

Champagne

White

Set Up/Tear Down/Cleaning Requests (\$200 each for Set Up and Tear Down, and \$100 for Cleaning)

None Set Up Tear Down Cleaning Service

Renters Initials:

If Cleaning Service only is requested, all tables and chairs must be put away, and decorations taken down.

If Tear Down
down.

Renters Initials:

and Cleaning Services are requested, all decorations must be taken

Pool Requests

Pool Requested: Yes No From (time): _____ to: _____

Camp Williams Officers Club Rental Invoice

Building Rental Fee: _____

Alcohol Service Fee: _____

Lifeguard Fee: _____ hours @ \$25/hour (min 4 hours) = _____

Linen Fee: _____ Delivery Fee of \$15.00 _____

_____ Tablecloths @ \$5.00 each = _____

_____ Napkins @ \$1.00 each = _____

Cleaning Service Fee: _____

Set Up Service Fee: _____

Tear Down Service Fee: _____

Total Rental Fee Amount (due no later than 30 days prior to event): _____

Credit Card Information:

Card Type: Visa MasterCard Discover

Card Number: _____

Expiration Date: _____ Security Code: _____ Billing Zip Code: _____

Signature: _____

In the event that tear down and/or cleaning services are not requested in advance, I authorize a charge of at least \$200 for tear down and \$100 for cleaning to be charged to the above credit card.

For Office Use Only:

Deposit paid by: Credit Card Cash Check – Check #: _____

Received by: _____

Date: _____

Remaining Rental Fee paid by: Credit Card Cash Check – Check #: _____

Received by: _____

Date: _____