



Utah National Guard MWR Rental Agreement 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 1000 hours, and ending at 0100 hours the following morning.

To receive the discounted military rate, contract must be signed by a current or retired military member, or a full-time civilian employee of the Utah National Guard. MWR management will verify employment. The person signing the contract must be present at all times during the term of this agreement. There are NO exceptions.

The following fees must be paid to the UTNG MWR for the use of the facility:

Building Rental Rates:

- \$400 per day – Small Event (less than 50 attendees)
- \$700 per day – Large Event (50 or more attendees)

Discounted Military Building Rental Rates:

- \$150 per day – Small Event (less than 50 attendees)
- \$300 per day – Large Event (50 or more attendees)
- No charge – Official Unit Functions

Additional Items:

- \$100 Refundable Damage/Cleaning Deposit (*waived for Official Unit Functions. Units are responsible for cleaning.*)
- \$200 fee for Bartender, if alcohol requested. **No outside alcohol is allowed.**
- \$15/hour (minimum of 4 hours) fee for Lifeguard, if pool is open, whether for swimming, or aesthetics.
- \$100 Set Up Service for tables, chairs, and linens.
- \$100 Tear Down Service for tables, chairs, and linens.

To receive the cleaning/damage deposit back, renter will:

- Wipe off and put away all tables and chairs in the appropriate table/chair racks.
- Thoroughly clean the kitchen area.
- Sweep all floors, mop 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.
- Lock building and return key to Billeting Office, or Security Gate (depending on where the key was picked up).
** Renter may return in the morning to clean, as long as the building is in the original condition by 0900 hours.*

If renter would prefer to have an outside service clean the Club, the \$100 may be forfeited and no negative action will be taken against renter, as long as the following takes place:

- All garbage is placed in provided trash containers.
- All tables and chairs are placed in the appropriate racks.
- All decorations are removed.
- Building is locked and key returned to Billeting Office, or Security Gate (depending on where the key was picked up).

Facilities Included

Rental of the Camp Williams Officer's Club includes use of all rooms in the building (EXCLUDING AREA BEHIND BAR), kitchen facilities, big screen TV that can be hooked to DVD player, tables and chairs, pool (when open) and deck area. If pool use is requested, a lifeguard will be provided by the UTNG MWR. There are no kitchen resources available (i.e. pots, pans, dishes, etc.). The Club kitchen is equipped with a commercial ice machine, a commercial stove with grill, a commercial refrigerator, and a standard refrigerator with freezer.

We offer fifteen 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 150 chairs available for use. Outside there are four 4.5' round tables, two 5.5' x 3' oval tables, one cocktail table, and 39 patio chairs.

The Main Hall will comfortably seat 100 people at banquet tables. The Main Hall measures 24' x 46'. Table linens and napkins can be ordered for your function. Order must be placed at least two weeks in advance. The cost is \$3.50 - \$4.00 per tablecloth and \$0.50 per napkin. All linen ordered must be paid for, regardless if used or not.

Alcohol Policy

No outside alcohol is allowed under any circumstance. 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 Officer's Club bar. No alcohol will be dispensed by anyone other than the bartender. Alcohol consumed by renter or guests which has not been dispensed by the bartender will result in forfeiture of the renter's deposit, and 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. The Club reserves the right to refuse service to any person appearing intoxicated, as stated in Utah law.

Cleaning/Damage Deposit

Failure on the part of the renter to clean the club as agreed above will result in forfeiture of the damage and cleaning deposit. 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 result in a forfeiture of the renter's cleaning/damage deposit and 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 Officer's Club is a historical building and even the slightest modifications may cause extensive damage. This includes fixing tape, nails, staples, or any other item in wood, masonry, concrete or rock. Such modifications are strictly prohibited and renter assumes the expense of repairing such modifications.

Indemnification

Renter agrees to hold harmless the 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 BARTENDER ANYWHERE ON CAMP WILLIAMS, INCLUDING THE PARKING LOT AND GROUNDS.
- The 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 Club or in the pool area.
- In the event pool use 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 Club must be obtained from Billeting; renter is required to sign for the key.
- Renter is responsible for set up and take down of decorations, to include tables and chairs.
- Any special items needed, i.e. microphones, easels, podiums, etc. are renter’s responsibility.
- Private caterers are allowed.
- The 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.
- All displays and decorations must have prior approval of the UTNG MWR Manager. No nails, tape, thumbtacks, etc. may be used on any of the walls/beams.

This agreement must be signed and the \$100.00 Cleaning/Damage deposit received for date confirmation. Make all checks payable to UTNG MWR. Cancellations not made prior to 30 days of the rental date will result in forfeiture of the Deposit. Payment in full for rental of 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.

Agreed to and Accepted by:

Name: _____

Unit/Branch (if applicable): _____

Signature: _____ Date: _____

Camp Williams Officers Club Event Information

Event Information

Event Name: _____ Event Date: _____

Set Up Start Time: _____ 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: _____

If Wedding/Reception:

Name of Bride: _____ Name of Groom: _____

Bar Requests

Bar Requested: Yes No From (time): _____ to: _____ (must shut down by 2400)

Special alcohol requests, such as Grog Bowls (all alcohol must be provided by the Officer's Club; no outside alcohol is allowed): _____

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

Linen Requests

Linens required: Yes No *There is a \$10 delivery fee for all linen orders.*

Quantity	Item	Color
_____	54 x 114 Tablecloth	_____
_____	90 x 90 Tablecloth	_____
_____	72 x 72 Tablecloth	_____
_____	62 x 62 Tablecloth	_____
_____	Napkins	_____

The 90 x 90 and 72 x 72 fit the 5' round tables, the 62 x 62 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: \$4.00 for the 54x114 and 90x90 sizes, and \$3.50 for the 72x72 and 62x62 sizes; Napkins: \$0.50 each. All linen ordered must be paid for, regardless if used or not.

Color Options:

Black	Champagne	Red	White
Burgundy	Pine	Royal Blue	

Set Up/Tear Down/Cleaning Requests

Set Up Tear Down Cleaning Service

Pool Requests

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

Camp Williams Officers Club Rental Invoice

Rental Deposit (Due at time of application): _____

Building Rental Fee: _____

Bartender Fee (*Special order alcohol will be invoiced later*): _____

Lifeguard Fee: _____ hours @ \$15/hour (min 4 hours) = _____

Linen Fee: _____ Delivery Fee of \$10.00 _____

_____ Tablecloths @ \$4.00 each = _____

_____ Tablecloths @ \$3.50 each = _____

_____ Napkins @ \$0.50 each = _____

Cleaning Fee: _____

Set Up Fee: _____

Tear Down Fee: _____

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

For Office Use Only:

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

Received by: _____

Date: _____

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

Received by: _____

Date: _____