Officers' Club Naval Station Newport

Weddings

Officers' Club
Naval Station Newport
Sponsor Form

Clarification of eligibility for private parties and other events:

SPONSOR: Must be an MWR eligible patron; active-duty personnel, eligible family member (spouse), retiree, reservist, DoW civilian or base contractor. Base contractor sponsors are not eligible for base access list submission. Authorized patrons may invite bona fide guests to the club. A bona fide guest is an individual who has been specifically invited to accompany an authorized patron or group to the club. The authorized patron assumes overall responsibility for the guests' conduct.

Sponsor's Name (print):_____

Rank/Grade:_____ Command:_____

E-mail:_____

Phone: (Work):_____ (Home):_____ (Cell):_____

Address:_____

Signature of Sponsor:_____Date:_____

Host's Name (if not sponsor):_____

Event Name:_____

Day/Date/Time of Event:_____

2. GUESTS: Authorized patrons may invite bonafide guests to the club. A bonafide guest is an individual who has been specifically invited to accompany an authorized patron or group to the Club. The authorized patron assumes overall responsibility for the guests' conduct.

3. SPONSOR must be in attendance at the event **_____ (initial)**.

I state that I am sponsoring a private party in which all bona fide guests are in response to a specific invitation for a specific occasion. I assume full responsibility for this function; including the overseeing of entire payment for services rendered if not completed by Host.

NOTICE: This form grants temporary permission by the sponsor to his/her guest to use and make arrangements with the Officers' Club on the date of the contracted event. Morale, Welfare and Recreation (MWR) reserves the right, after providing ten (10) days notice of any uncollected debt, to garnish wages of active duty, retired, reserve personnel or MWR employee for payment of said debt.

Wedding Catering Policies

1. Date, availability and site tours are done by appointment only. Appointments may be made by phone, e-mail or in person Monday through Friday, 8:30 am to 4:30 pm. Space is available on a first-come, first-served basis; with applicable paperwork and a nonrefundable deposit required for wedding events.

2. Cancellations will result in a complete forfeiture of all deposits. _____ **(initial).**

3. Should the host be an active-duty military member and unable to fulfill contractual obligations with the Officers' Club due to unexpected change of orders, any deposits will be refunded in full, providing a copy of the original signed orders is submitted with written notice _____ **(initial).**

4. Guests under the age of 21 years old are prohibited from purchasing or consuming alcoholic beverages. The responsibility for compliance rests solely with the host to assure that minors do not consume alcoholic beverages. Should minor guests be discovered consuming such beverages, the host will be requested to make arrangements for the guest to be removed from the Officers' Club. No shots are served during any function. _____ **(initial).**

5. It is the host's responsibility to provide the catering office with an event roster (form to be provided; and alphabetized by last name with the last name first) at least ten (10) business days prior to the function, no exceptions. Actual vendor names (not just vendor company names) must also be included on the gate list.

6. Due to health and safety codes shoes must remain on at all times _____ **(initial).**

7. In the event of inclement weather, a decision regarding the location of outdoor events will be made by the Officers' Club four (4) hours prior to the start of the function. Every effort will be made to consult the host regarding this decision. In the event that Naval Station Newport declares "Mission Essential Personnel Only" due to severe weather, an event may be cancelled without penalty for payment.

8. Open flames are prohibited. All candles and/or votive must be contained in glass. (Top of glass must be higher than the flame.)

9. Pets, with the exception of service animals are not allowed inside The Officers' Club.

10. No outside alcohol is allowed on premises _____ **(initial).**

11. All forms are due within ten (10) business days of notifying catering office of date desired _____ **(initial).**

12. Signed contract is due within ten (10) business day upon receipt of original from catering office. _____ **(initial).**

13. The Officers' Club does not accept cash payments. All bar purchases must be made via debit or credit card transactions. _____ **(initial).**

14. Sponsors are allowed to book the hotels on base. The Sponsor is responsible for coordinating the stay. Each patron must be vetted through security via the SECNAV5512. The gate list submitted by Officers' Club does not cover overnight stays at any base hotel. _____ **(initial).**

15. The outdoor ceremony location, Dewey Field, is a base entity. In the case that another event may be scheduled, the host party will be notified in a timely manner. _____ **(initial).**

Pricing is valid through December 31, 2026. All alcohol services must be provided by the Officers' Club. Navy regulations prohibit the removal of any leftover alcohol from the Officers' Club. All outside caterers need to be vetted through the Officers' Club. Prices are subject to change. Revised January 2026.

Receptions are booked for a five (5) hour period. You have your choice of time frame. The ceremony will add an additional thirty (30) minutes at the beginning of the event. Example would be 5:30 pm ceremony, 6 pm-11 pm Reception.

Thursday-Friday	**Saturday**	**Sunday**
Grand Ballroom $7000	Grand Ballroom $8000	Grand Ballroom $8500
Constellation Room $4000	Constellation Room $5000	Constellation Room $5500

Room capacities:

Constellation Room	70 guest maximum, seated dinner 60 guest maximum, buffet dinner
Grand Ballroom	350 guest maximum, seated dinner 300 guest maximum, buffet dinner

Off-season rates are applied November 6, 2026 through April 24, 2027. For 2027/2028 Season, off-season rates are applied November 5, 2027 through April 29, 2028.

Thursday-Friday	**Saturday**	**Sunday**
Grand Ballroom $3500	Grand Ballroom $4500	Grand Ballroom $5500
Constellation Room $2000	Constellation Room $3000	Constellation Room $4000

Active-duty Discount:
Friday room rental for any Saturday or Sunday events. Includes Ceremony Fees. Active-duty Discount applies to any wedding where the Bride or Groom is Active-duty personnel at the time of wedding.

Outdoor Ceremonies:
Outdoor Ceremony $1250. Outdoor ceremonies may take place on Dewey Field, weather permitting. Ceremony fee includes white padded garden chairs and white pergola. Fee also includes the indoor rain back up. The indoor location includes the standard banquet chairs. The outdoor ceremony location, Dewey Field, is a base entity. In the case that another event may be scheduled, the host party will be notified in a timely manner.

Indoor Ceremonies Only:
Ceremony fee is $500.00 and includes standard banquet chairs and two decorative pedestals.

I HAVE READ AND UNDERSTAND THE FOREGOING POLICIES AND I AGREE TO ABIDE BY THEM.

Event Name: _____

Couple's Full Names:_____

Planning Contact Phone:_____ E-mail:_____

Function Room:_____ Minimum Guaranteed Adult Guests:_____

Date/Time of Function:_____ Ceremony on Site (circle one): Yes No

Signature of Host:_____ Date:_____

This completed form must be returned to: Officers' Club; 95 Perry Road; Naval Station Newport; Newport, RI 02841. Accompanied by the signed Sponsor Form and the applicable nonrefundable deposit in order to confirm the function.

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AT OPORD 3300-25
28 Aug 25

TAB D TO APPENDIX 3 TO ANNEX M TO NSNPT AT OPORD 3300-25

(U) MWR EVENT SPONSOR RESPONSIBILITY

Acknowledgement of responsibility for guests attending an event, for which I am the sponsor, hosted by Morale, Welfare, and Recreation at Naval Station Newport, RI.

I am sponsoring the following event, hosted by Morale, Welfare, and Recreation (MWR); at Naval Station Newport, RI, for which I would like one, or more, unaffiliated guests to attend:

I understand that I am responsible for the conduct and actions of my unaffiliated guests for the entire time they are onboard Naval Station Newport, to include but not limited to:

Conduct or actions which are criminal in nature.

Conduct or actions which are dangerous or put personnel at risk.

Conduct or actions which are prejudicial to good order and discipline or of a nature to bring discredit upon the U.S. Government, the U.S. Department of Defense, the U.S. Navy or Naval Station Newport.

I further understand that I am responsible for my guests:

Remaining in the immediate event area, during my event.

Departing the installation, in a timely and orderly manner, at the conclusion of my event.

Obeying all state, local, and installation driving laws, rules and regulations while driving a personal vehicle on the installation; to include ensuring all my unaffiliated guests are familiarized with all installation-specific driving regulations.

If alcohol is served at my event, I am responsible to ensure only individuals of legal age are consuming alcohol and that all my guests consuming alcohol do so responsibly.

I will ensure that juveniles under the care of any of my guests will be adequately supervised for the duration of the event and the time on the installation.

I understand that, while not prohibited, guests bringing animals onto the installation is discouraged; with the exception of service animals. I will be responsible for ensuring all my guests exercise supervision and restraint over any animals brought onto the installation, to include keeping all animals caged or on a leash; and attended at all times.

I understand that my guests will be required to provide an identification credential to the NSNPT gate sentry to be allowed access. If any of my guests has a driver's license, or state issued identification, with words to the effect "NOT FOR FEDERAL USE" or "FEDERAL LIMITS APPLY" they will be required to provide an alternate form of identification. If unable to do so, I understand that I will be responsible for coordinating installation access or these guests will be denied installation access.

I understand and acknowledge that if any my guests violate any of the above items I may be held responsible in a punitive, legal, or monetary manner.

I understand that all non-guest support staff for my event must be vetted prior to being authorized unescorted installation access. This includes, but is not limited to caterers, planners, flower deliveries, etc.; and failure to do so in a timely manner may result in individuals being denied installation access.

I understand that MWR must provide the Visitor Control Center the final, full, guest list a minimum of three full working days prior to the date of my event. The names on this guest list must be the full name of the individual, as it appears on the identification the individual intends to present to the gate sentry; and that failure to comply with this could results in delays or access denial. I will be responsible to facilitate installation access for any guest/event staff that were not placed on the access list or (for those requiring it) not vetted.

_____ _____

Name (Print) Signature Date

I understand that access to the installation for the purposes of attending a social event is only granted for the period of time of the event and transit periods before and after. Access is restricted to the entry gate, the Officers' Club premises, and a direct line between those locations. I understand and agree that it is the responsibility of the sponsor to communicate this information to EACH guest attending the subject function. Any failure to comply, or deviation from the locations indicated below may result in detention, arrest, and prosecution on Federal trespassing charges.

Sponsor Signature: _____

MWR Representative Signature: _____

Bar Services

Calling upon our experience and Navy regulations, please review the following guidelines regarding alcohol service:

- Alcohol service will cease fifteen minutes prior to the end of your event but we will happily serve non-alcoholic beverages until the event's conclusion.
- We reserve the right to refuse alcohol to anyone who is under 21 years of age, cannot produce a legal ID or in our professional judgment appears intoxicated.
- Shots of any kind are not permitted.
- At management's discretion, high quality plastic ware may be used during the final thirty minutes of your event.
- The Officers' Club does not accept cash payments. All bar purchases must be made via debit or credit card transactions.

Hosted Bars include full bar selections: beer, wine and spirits.
1 hour = $17 per person
2 hour = $32 per person
4 & 5 hour = $48 per person
Host Bar prices include 20% Service Charge

Champagne Toast: $3.60 per person
House Wine Service: $8.00 per person
Wine Service includes two passes of Wine (one with Salad, one with Dinner)
Prices include 20% Service Charge

For all packages: Canyon Road Wine Selection
All bars include house selections of Chardonnay, Pinot Grigio, Riesling, Sauvignon Blanc, Cabernet, Pinot Noir, Merlot and Prosecco.

For indoor bars, you have the option to choose two draught beer selections and two bottled beer selections:
Draft: Bud Light, Newport Craft Rhode Trip IPA, Sam Adams Seasonal, Shaidzon Pilsner or Kona Big Wave
Bottled: Bud Light, Coors Light, Corona, Guinness, Heineken, Michelob Ultra, Happy Day Hazy IPA (Non-Alcoholic), Sam Adams Boston Lager/Seasonal, Stella Artois or Yuengling

Ask your event sales coordinator about our seasonal selections.

A wide brand selection of spirits will be available for your guests, in addition to beers and wine. Please notify the catering sales team if you have a specific preference.

Included In Site Rental

Tables
Fruitwood Chiavari Chairs
Dance Floor
Any Needed Staging
Bartender(s)
Bar Set Up
Barware
House Napkins
Table Cloths (Floor Length) (Ivory or White)

Included In Ceremony Fee

Outdoor:
White Garden Chair Set Up
Use of Outdoor Arbor

Indoor:
Standard Chair Set Up
Use of Decorative Pedestals

POW/MIA Table Set Up ~ No Charge

Small Round Table, White Tablecloth, Single Place Setting (All White), White Napkin, Wine Glass ~ Inverted, Salt Shaker, Slice of Lemon on Bread Plate with A Pile of Spilled Salt, Small Bud Vase with A Single Stem Red Rose, Red Ribbon Tied Around the Vase, White Candle ~ Lit, Empty Chair

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Timeline at a Glance

Site rental is a five (5) hour period, with addition of a thirty (30) minute ceremony. Below event is for a 5:30 pm ceremony and a 6 pm to 11 pm reception.

2:30 pm: Vendors have access for set up
5 pm: Guests start to arrive
5:30 pm: Ceremony starts
6 pm: Ceremony ends
6 pm: Bar Opens
6-7 pm: Cocktail Hour
7 pm: Guests are seated
~7:10 pm: Introductions, First Dance, Speeches
~8 pm: Dinner service begins
(suggested parent dances during dinner service)
10:45 pm: Bar stops serving alcohol
11 pm: Event ends - guests must depart

Decorative items must be cleared from the ballroom at the end of the night. Items may be pick up on the next business day. The Officers' Club is unable to provide a gate list for the pickup day. Sponsor must be in attendance, or if coordinated by club staff an escort is available.