



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, DoD 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: \_\_\_\_\_

Sponsor Must Be in Attendance of 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. 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.

*Officers ' Club*  
*Naval Station Newport*  
*Wedding Catering Policies*

1. Date, availability and site tour appointments may be made by phone, e-mail or in person Monday through Friday, 8:30 am to 5 pm, evenings and weekends by appointment only. 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. All guests must enter Naval Station Newport through Gate One (unless otherwise directed). 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 five (5) 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 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 votives must be contained in glass.
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 10 business days of notifying catering office of date desired \_\_\_\_\_ (initial).
12. Signed contract is due within 10 business day upon receipt of original from catering office. \_\_\_\_\_ (initial).

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.

AT OPORD 3300-22 CH-2  
FEB 27 2024

TAB D TO APPENDIX 3 TO ANNEX M TO NSNPT AT OPORD 3300-22

(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.

Obedying 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.

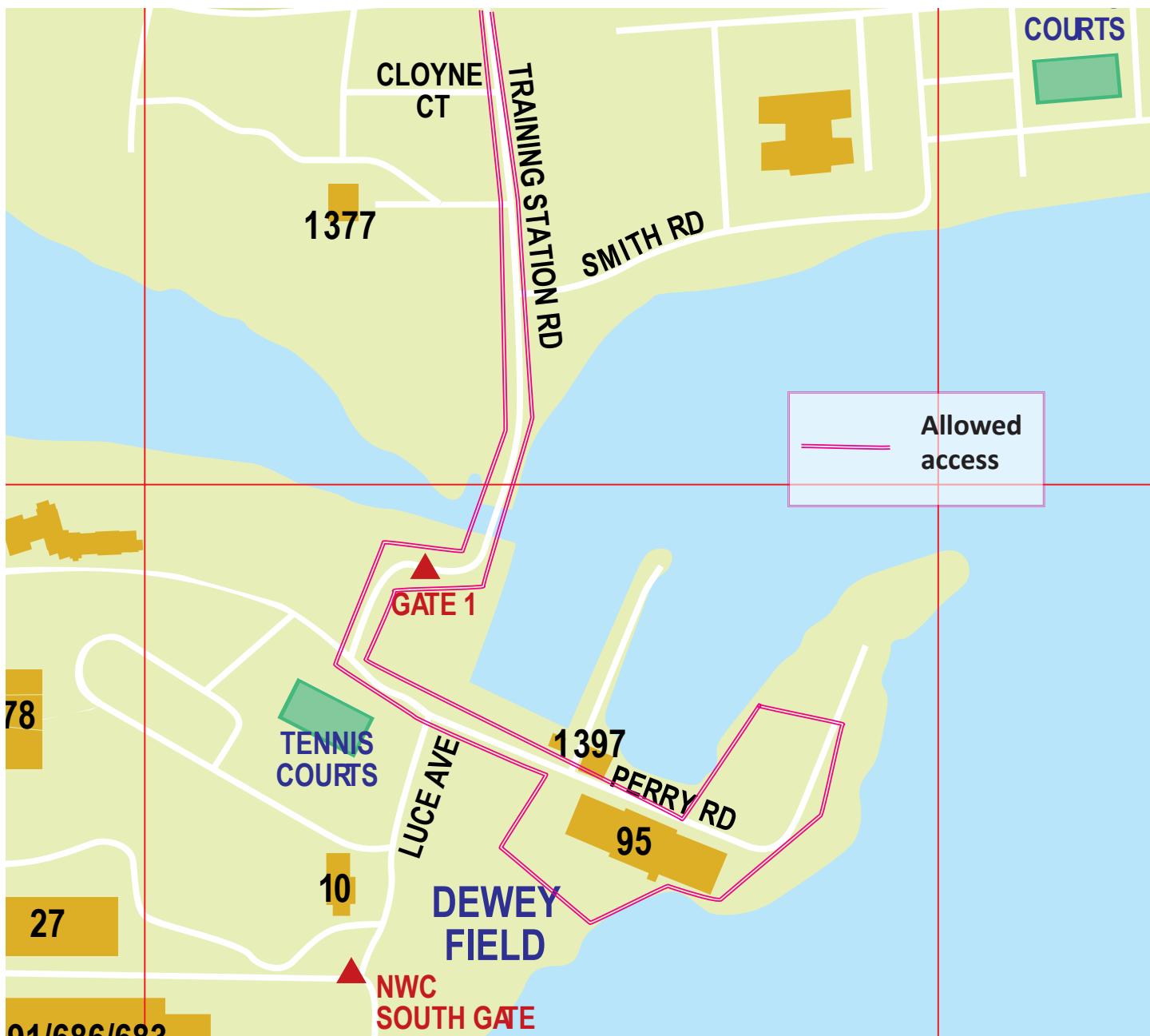
I understand that MWR must provide the Visitor Control Center the final, full, guest list a minimum of three full working days prior to the date of my event. The names on this guest list must be the full name of the individual, as it appears on the identification the individual intends to present to the gate sentry; and that failure to comply with this could result 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

M-A 3-D-1



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: \_\_\_\_\_

Saturday wedding receptions are scheduled either 11:00 am – 4:00 pm or 6:00 pm – 11:00 pm. Friday and Sunday events have more flexibility and may be scheduled differently.

Site Fees:

Thursday-Friday	Saturday	Sunday
Grand Ballroom \$6000	Grand Ballroom \$7000	Grand Ballroom \$8000
Constellation Room \$3000	Constellation Room \$4000	Constellation Room \$5000

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 4 November 2023 through 29 April 2024. For 2025 Season, off-season rates are applied 2 November 2024 through 27 April 2025.

Thursday-Friday	Saturday	Sunday
Grand Ballroom \$3000	Grand Ballroom \$4000.00	Grand Ballroom \$5000
Constellation Room \$1500	Constellation Room \$2500	Constellation Room \$3500

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 at the time of wedding.

Ceremonies: \$1250

Outdoor ceremonies may take place on Dewey Field, weather permitting. Ceremony fee includes white padded garden chairs and a white pergola. Fee also includes the indoor rain back up. The indoor location includes the standard banquet chairs.

Indoor Ceremonies:

Ceremony fee is \$500.00 and includes standard banquet chairs and two decorative pedestals.

# 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*

1 hour = \$15 per person

2 hour = \$25 per person

4 & 5 hour = \$45 per person

Host Bar prices include 20% Service Charge

Champagne Toast: \$3.60 per person

House Wine Service: \$6.00 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 ~ 7.00 per glass

All bars include house selections of Chardonnay, Pinot Grigio, Riesling, Sauvignon Blanc, Cabernet, Pinot Noir, Merlot and Prosecco.

For indoor bars, choose two draught beer selections and two bottled beer selections:

Draft: Bud Light, Goose Island IPA, Harpoon, Newport Storm, Sam Adams Boston Lager/Seasonal or Shock Top Belgian White 5.00-7.50 per glass. Ask your event sales coordinator about our seasonal selections.

Bottled: Bud Light, Budweiser, Coors Light, Corona, Guinness, Heineken, Michelob Ultra, Athletic Brewery (Non-Alcoholic), Sam Adams Boston Lager/Seasonal, Stella Artois or Yuengling ~ 4.00 – 6.00 per bottle

A wide brand selection of spirits will be available for your guests, including 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

# *Included In Ceremony Fee*

Outdoor:  
White Garden Chair Set Up  
Use of Outdoor Arbor

Indoor:  
Standard Chair Set Up  
Use of Decorative Pedestals

# *Extra Amenities*

## **Linens**

House Napkins ~ .50 each  
Table Cloths (Not Floor Length) ~ 5.00 each  
Floor Length Table Cloths (Ivory or White) ~ 16.00 each

## **Podium & Flags ~ No Charge**

Podium  
American Flag  
Navy Flag  
Flag Stand

## **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



# Directions

With the exception of children, all passengers should be prepared to show valid federally recognized driver's license or photo identification at the gate.

## **From T. F. Green Airport**

Take I-95 South to Route 4, then follow signs to Newport (Route 138 East) and the Claiborne Pell/Newport Bridge. Take the left lanes off of Claiborne Pell/Newport Bridge at the light take left then at next light take right on to JT Connell Highway. At the rotary, take the third right (before the Shell station). Go over the railroad tracks and through the light to Gate One, where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right.

*\* This is approximately a 30-minute drive. These directions may also be used from the Providence area.*

## **From Points South, New York Area**

Follow I-95 North to Rhode Island. Once in Rhode Island, take exit 3 (Route 138 East) and follow signs for Newport. After approximately 30 minutes, look for signs for Claiborne Pell/Newport Bridge. Cross the Jamestown Verrazzano Bridge followed by the Claiborne Pell/Newport Bridge. Take the left lanes off of Claiborne Pell/Newport Bridge at the light take left then at next light take right on to JT Connell Highway. At the rotary, take the third right (before the Shell station). Go over the railroad tracks and through the light to Gate One, where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right.

*\* This is approximately a three and a half-hour drive from New York City.*

## **From the Providence Area**

Take Route 195 East to Route 24 South, which then becomes Route 114 South. Follow Route 114 South into Newport to Admiral Kalbfus Road (at the Dominos). Take a right onto Admiral Kalbfus and follow through three sets of lights, at third light go straight and use left lane to enter the rotary. At the rotary, take the second right (before the Shell station). Go over the railroad tracks and through the light to Gate One, where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right. *\* This is approximately a 45-minute drive.*

## **From Points North, Boston Area**

Leave Boston area on Route 128 South to Route 24 South, which then becomes Route 114 South. Follow Route 114 South into Newport to Admiral Kalbfus Road (at the Dominos). Take a right onto Admiral Kalbfus and follow through three sets of lights, at third light go straight and use left lane to enter the rotary. At the rotary, take the second right (before the Shell station). Go over the railroad tracks and through the light to Gate One, where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right. *\* This is approximately a one and a half-hour drive.*