Officers' Club Naval Station Newport

Social, Meetings & Seminars

Officers' Club
Naval Station Newport
Sponsor Form

Clarification of eligibility for private parties and other events:

1. **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.

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:_____

I state that I am sponsoring a private party in which all bonafide 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.

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.

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. COMMAND VS. SOCIAL: A Command Event is paid with Command monies. Social Event is paid with private/personal monies.

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

This completed form must be returned to:
Officers' Club; 95 Perry Road; Naval Station Newport; Newport, RI 02841 or via fax (401) 841-1579, accompanied by the signed catering policies and the applicable nonrefundable deposit in order to confirm the function.

Pricing is valid January 12, 2026-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.

Event 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 all 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 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. (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 the 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. It is the host's responsibility to notify the installation PAO, bruce.j.katz.civ@us.navy.mil, and IPI, dean.s.weidman.civ@us.navy.mil, if they are expecting a Distinguished Visitor. DV's are defined as DV's Flag Officers, Civilian equivalents, State and Federal officials, foreign dignitaries, etc._____ **(initial)**.

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

15. 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).**

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16. 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).**

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

Event Name: _____

Phone:_____ E-Mail:_____

Address:_____

Function Room:_____ Minimum Guaranteed Adult Guests:_____

Date/Time of Function:_____

Will this event be paid with command monies or personal funds? (Circle One) Command Personal

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.

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.

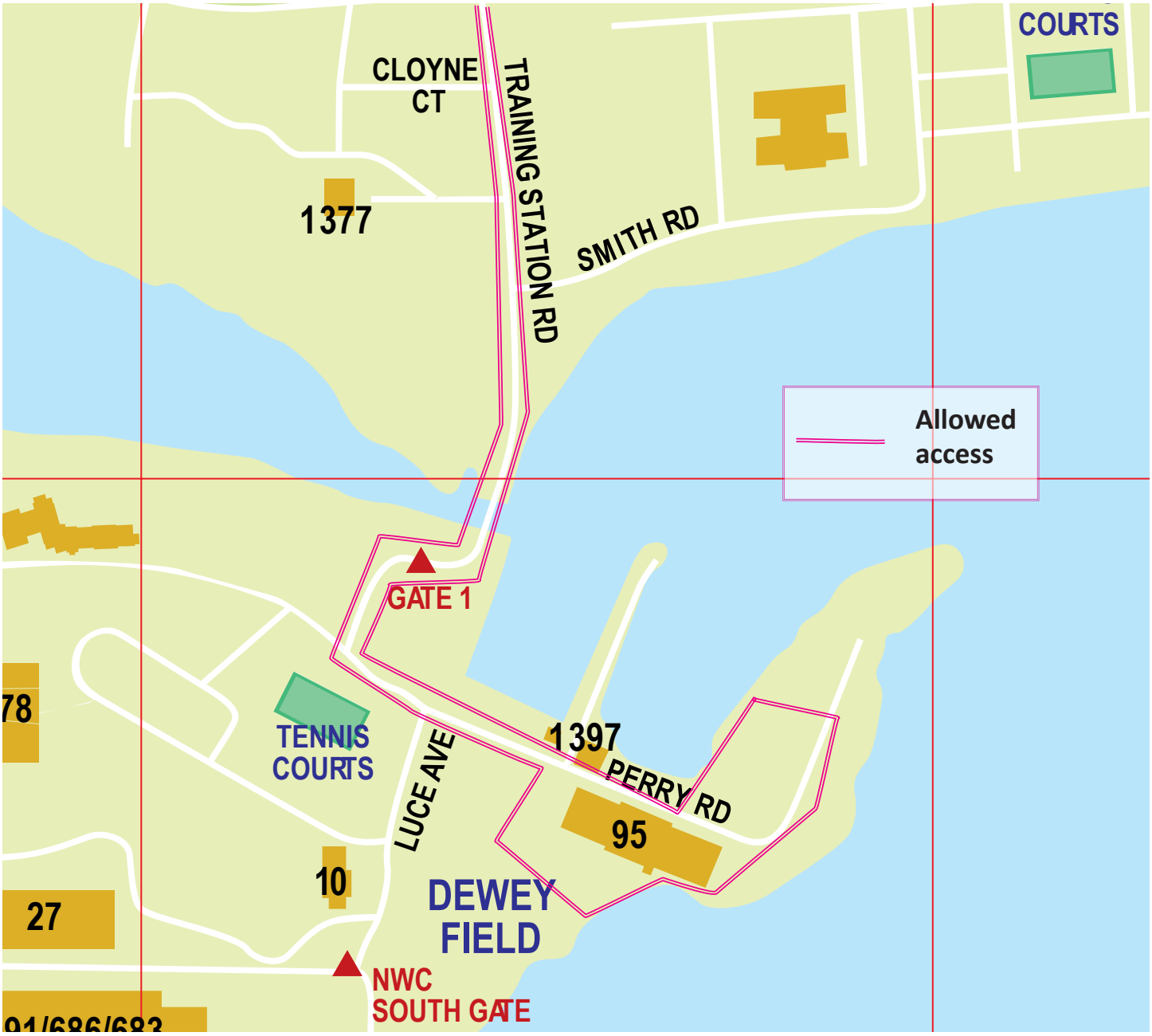
I understand that my guests will be required to provide an identification credential to the NSNPT gate sentry to be allowed access. If any of my guests has a driver's license, or state issued identification, with words to the effect "NOT FOR FEDERAL USE" or "FEDERAL LIMITS APPLY" they will be required 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: _____

Social, Command & Meeting Event Information

Room capacities:

Gearing Room	46 guest maximum, seated dinner 36 guest maximum, buffet dinner
Constellation Room	80 guest maximum, seated dinner 60 guest maximum, buffet dinner
Bay Room	80 guest maximum, seated dinner 70 guest maximum, buffet dinner
Grand Ballroom	300 guest maximum, seated dinner, with dance floor 350 guest maximum, seated dinner, without dance floor

Social events taking place Monday through Thursday may be booked up to six (6) months in advance. Social events taking place Friday through Sunday may be booked four (4) months in advance. Certain exceptions may apply. Completed sponsor form and signed catering policies form must be filled out completely at time of booking along with a deposit (room rental fee plus any applicable ceremony fee, or 100.00, whichever is greater). Room rental includes tables, banquet chairs & house linen. Room rental fees are for a maximum of four (4) hours:

Monday --Thursday	am	pm
Gearing	200.00	300.00
Constellation	250.00	350.00
Bay Room	300.00	500.00
Grand Ballroom	350.00	750.00

Friday – Saturday	Friday am	Friday pm	Sat am	Sat pm	Sunday/Federal Holiday
Gearing	250.00	400.00	300.00	350.00	1350.00
Constellation	300.00	500.00	500.00	700.00	1700.00
Bay Room	400.00	750.00	500.00	1000.00	2000.00
Grand Ballroom	500.00	1500.00	1000.00	2500.00	3500.00

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Command Events

Command events may be booked up to eighteen (18) months in advance. Certain exceptions may apply.

Completed sponsor form and signed catering policies form must be filled out completely at time of booking. All events occurring on Sundays and/or holidays have a 1000.00 fee.

It is the host's responsibility to notify the installation PAO, bruce.j.katz.civ@us.navy.mil, and IPI, dean.s.weidman.civ@us.navy.mil, if they are expecting a Distinguished Visitor. DV's are defined as DV's Flag Officers, Civilian equivalents, State and Federal officials, foreign dignitaries, etc._____ **(initial)**.

All command events site rentals include linens.

Meeting & Seminar Events

Room rental is for a duration not to exceed eight hours and includes tables, banquet chairs, house linen, water station and mints. Completed sponsor form and signed catering policies form must be filled out completely at time of booking along with a deposit that equals the room rental.

Gearing	300.00	Constellation	500.00	Ballroom	1000.00

Ceremonies

There is a fee of 100.00 for any ceremony such as retirement, promotion, etc., if held in conjunction with a reception.

Planning your Event

After submitting your Sponsor Form, Catering Policies and deposit, a preliminary contract with date, time and room will be sent to you. Please sign and return.

One (1) month prior to your event, a representative from the catering office will call you for your event details. At that time bar requirements, room set-up, etc. will be discussed. A contract will be emailed to you. Please review, sign and return the contract to the catering office.

Gate access list must be typed onto supplied form, in alphabetical order and e-mailed. Hard copies will not be accepted.

We Thank You

By choosing and supporting the Officers' Club, Naval Station Newport, you are reinvesting in the quality of life for our Sailors, Marines and their families.

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Bar Services

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

- Alcohol service will cease fifteen (15) 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 (30) 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 = 17 per person

2 hours = 32 per person

4 & 5 hours = 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.

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Included In Site Rental

Tables
Standard Chairs
Bartender(s)
Bar Set Up
Barware

Extra Amenities

Linens
In House Napkins (Variety of colors) ~ .50 each
Table Cloths (Not Floor Length) ~ 5.00 each
Floor Length Table Cloths (Ivory, White, or Black) ~ 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

Audio Visual
Audio Visual
Wired Hand-Held Microphone
Wireless Hand-Held Microphone
LCD Screen/Projector (Includes All Cables, Host Provides Laptop; If Mac, Host Provides Adaptor)

Dance Floor
Gearing Room ~ 50.00; Constellation Room ~ 75.00; Bay Room ~ 125.00; Grand Ballroom ~ 150.00

Staging
Each Staging Piece is Four-feet by Eight-feet ~ 20.00 per piece

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