



## Community Recreation Center 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, DoD civilian or base contractor.

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 Recreation Center. 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:  
Community Recreation Center; 656 Whipple Street; Naval Station Newport; Newport, RI 02841;  
(401) 841-1442, accompanied by the signed catering policies.



## Catering Policies

1. Space is available on first-come, first-served basis; with applicable paperwork and a nonrefundable deposit (if required)
2. Final payment is to be made the day of the event – preceding the start of the function, unless other arrangements have been arranged in advance with the Recreation Center. A credit card (Visa or MasterCard) is to be provided for incidental charges.
3. Due to fluctuating food costs, certain items may become seasonably available. All prices are subject to change without notice prior to signing the contract. A formal contract will be typed at least seven days prior to your event.
4. The contract must be signed and the final guaranteed guest count provided no later than three business days prior to the event.
5. The Recreation Center is prepared to serve the guaranteed count. Reductions in the guarantee will not be accepted within three business days of the event. If a guaranteed count is not provided, the Recreation Center will consider the estimate to be the final guarantee. Billing will be based on the guaranteed count or the actual number, whichever is greater. While the Recreation Center tries to accommodate all guests, last minute guests will be served chef's choice of food. **With the exception of a host provided specialty cake, all food and beverages must be provided by the Recreation Center. Navy regulations prohibit the removal of any leftover food or beverages from the premises.** \_\_\_\_\_ (Initial)
6. In the event of a cancellation after the contract is signed or later than three business days prior to the scheduled function, all catering services must be paid in full for the guaranteed number of guests or estimated number of guests (if the guarantee hasn't been finalized).
7. 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 or help themselves to the available beverages at the bar. Should minor guests be discovered consuming such beverages, the host will be requested to make arrangements for the guest to be removed from the premises.
8. All guests must enter Naval Station Newport through Gate One. It is the host's responsibility to provide the Recreation Center with a typed list, alphabetized by last name, on the provided excel spreadsheet, with the last name first, stating each guest's name, function name, date/time of function. The Recreation Center needs to receive this list at least five business days prior to the function.
9. Due to health and safety codes, shoes must remain on at all times.
10. In the event that Naval Station Newport declares "Storm Condition One" due to severe weather, an event may be cancelled without penalty for payment.

**I have read and been advised of the foregoing policies and I agree to abide by them.**

Name of Host (printed) \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Day/Date/Time of Function \_\_\_\_\_ # Of Guests \_\_\_\_\_

Signature of Host: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be completed and returned to the Community Recreation Center along with the sponsor form in order to confirm the function

# Parties at Seaview Lanes Bowling Center

## Children's Birthday Bowling Parties

Birthday child is free! Includes one-hour of bowling (shoes included), one-hour for your party in a reserved area with covered table (host may bring in decorations & cake).

Price includes children's meals, choose from below:

Grilled cheese with fries

Chicken tenders with fries

Personal cheese pizza

\$15.00 per person

Discount for parents during party - one game & shoes \$4.50 per person

## Pizza Bowling Parties

minimum of 10 people

Includes one-hour of bowling (shoes included), a large one topping Pizza (three slices per person), water station

Tuesday through Friday 11 a.m. to 3 p.m.

\$15.00 per person

Tuesday through Friday & Weekends 3 p.m. to close

\$20.00 per person

## Conference Room

includes water station

\$100.00 for an eight-hour day

Linen \$5.00 each

*\* Final head count and food order is due three business days prior to event.*

# Party Options

Chips and salsa - \$15.00

Fresh vegetable trays with ranch dressing  
small- \$30.00  
large- \$45.00

## Sliders

Tray of 24 Ham and Cheese sliders - \$60.00  
Tray of 24 Cheeseburger sliders - \$65.00

## Chicken

Tray of wings (12 lbs.) - Choice of plain, Buffalo, Teriyaki, Barbecue - \$75.00  
Chicken tenders with Ranch dressing  
(50 pieces) - \$65.00  
(25 pieces) - \$35.00

Mozzarella sticks with sauce (50 pieces) - \$45.00  
Cajun Cauliflower Bites (50 pieces) - \$45.00

Caesar salad or Garden salad (minimum of 10 people) - \$2.00 per person

## Assortment of Wraps - \$12.00 each (minimum of 10 each option, maximum of three options)

Turkey Club - House Smoked Turkey, American cheese, Bacon, Lettuce, Tomato  
Chicken Bacon Ranch - Grilled Chicken, Applewood Smoke Bacon, Lettuce, Tomato, Ranch  
BBQ Chicken - Grilled Chicken, House Made BBQ Sauce, Red Onions, Bacon, Lettuce, Tomato, Ranch  
Buffalo Chicken - Grilled Chicken, Buffalo Sauce, Lettuce, Tomato, Bacon, Bleu Cheese  
Grilled Caesar Chicken - Grilled Chicken, Crisp Romaine, Parmesan Cheese, Croutons & Caesar Dressing  
Veggie - Lettuce, Tomato, Cucumber, Peppers, Shredded Carrots, Guacamole, on Sourdough Bread

## Pizzas

Cheese \$11.00  
Additional veggie toppings \$1.00  
Additional meat toppings \$2.00

Cheesy breadsticks \$13.00  
Chicken Bacon Ranch \$15.00  
Chicken Florentine \$15.00  
Buffalo Chicken \$16.00  
Steak Bomb \$17.00  
Meat Lovers \$19.00

**Tray of brownies** (48 pieces) \$45.00

**Tray of cookies** (48 pieces) \$35.00