

## **Camp Williams Officer's Club (O'Club)**

### **Utah National Guard**

#### **Fact Sheet**

On behalf of the Adjutant General (TAG), Major General Daniel Boyack, the Utah National Guard Morale, Welfare, and Recreation (UTNG-MWR) extends its warmest wishes to you and your families. We invite you to enjoy this beautiful and historic building, the Officers Club. Originally known as "The Hostess House," this structure was built in 1934 in the English Tudor style. The stone, sand, and gravel used in its construction were quarried from the Camp Williams Military Reservation, totaling 327 tons of stone.

The Officer's Club served as a social hall and gathering place for the mothers, wives, sisters, and sweethearts of the men stationed at Camp Williams. On April 1, 1985, it was listed on the National Register of Historic Places. Additionally, the rock masonry ditch along Utah Ave, constructed between 1938 and 1940, was created to irrigate newly planted trees. Enjoy your visit!

**Authorization:** a contract must be signed by a current, retired, or veteran of US military service, or employee of the Utah National Guard or an employee of the State of Utah with a current CAC card. A valid current or retired ID, DD-214, VA card, disabled VA card, a state CAC card, or a copy of the member's orders is required for verification. The person signing this contract, military sponsor or state CAC card holder, is responsible for venue and contract compliance and must be present at the venue for the duration of the event.

#### **Responsibilities:**

1. This O'Club (formerly known as the Hostess house) is on the National Register of Historic Places—some items are irreplaceable.
2. A signed rental agreement signed by renter and UTNG-MWR representative is required for any function at the O'Club, to include official (no fee) functions.
3. No open flames of any type (i.e. candles) are allowed.
4. Any special items needed, such as microphones, easels, or podiums, must be coordinated with the UTNG-MWR representative.
5. Private caterers of food and non-alcoholic drinks are authorized in the O'Club at the renter's expense.
6. Food trucks must be pre-coordinated with the MWR Manager.
7. The MWR program is not responsible for the loss or damage of personal property left in the facility.
8. No vehicles will be driven on the lawn.
9. No inappropriate activities or entertainment will be allowed inside or outside of the O'Club.
10. No alcohol may be dispensed by anyone other than the MWR bartender anywhere on Camp Williams, including the parking lot and grounds around the Service Club.

**Utah National Guard Officer's Club at Camp Williams**  
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**Phone: 385-298-3512**

**Availability:** Specific rental times will be documented in the rental agreement.  
The Officer's Club is available Monday through Sunday: **8 am and 10 pm.**

**Occupancy (attachment B):**

1. Indoor capacity:
  - a. Great Hall - 180 standing capacity (seats 120 people at 15 round tables with 8 chairs per table)
  - b. Sunroom - 88 standing capacity
  - c. Bar Area - 83 standing capacity
2. Outdoor capacity: 300 people—deck and grounds are quite large

**Venue Fees:** Specific fees will be documented in the rental agreement.

1. Community Functions (e.g. weddings, quinceanera, etc.): \$250/hour (2 hour minimum).
  - a. For any requested venue access (e.g. rehearsal, set up), you are required to book at the rate of \$250/hr. This rate will include an event hostess and cleaning.
  - b. All users are required to remove decorations and all items/debris they brought in and are required to return the tables and chairs to the standard set up as noted in the contract.
2. Utah National Guard **Official** Functions: No Fee. Official functions are promotion, retirement or change of command events. Official function is defined as an event accompanied by official federal documentation during weekday or regularly scheduled unit training assembly periods. An official memo is required with a rental agreement and must be booked through Utah MWR. Unit command team is responsible for set-up, clean-up, and building security.
3. Other Military **Official** Functions (applies to official military units not assigned to the Utah National Guard): No Fee. Official function is defined as an event accompanied by official federal documentation during weekday or regularly scheduled unit training assembly periods. An official memo is required with a rental agreement and must be booked through Utah MWR. Unit command team is responsible for set-up, clean-up, and building security.
4. Approved TAG groups - No fee. Includes: American Indian meeting, veterans, legislative delegations, State Partnership Program (SPP), or as approved by TAG.
5. Other military groups that do not meet "Official Function" criteria (e.g. Family Readiness Group, Holiday parties, Unit Family Day, Dining In/Dining out, recognition events, military reunions, etc.) are rented at a fee of \$75/hour. Set-up and clean-up need to be included in the agreed upon rental period.
6. The MWR Manager has final say in determining how each event will be categorized and whether it meets the criteria for an official function.

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**Bartender (Alcohol Service) Fees:** Specific fees will be documented in the rental agreement.

1. No alcohol will be dispensed by anyone other than the MWR bartender anywhere on Camp Williams, including the parking lot and grounds.
2. The bartender reserves the right to refuse service to any person appearing intoxicated.
3. The cost of bartending services is \$50/hour for a minimum of 4 hours of serving time. This fee includes bartender, set-up, mixers, and alcohol.
4. The bar at the event is a CASH BAR only. You may work out a tab with the bartender and pay by cash or check. Or you may pay by credit card to the MWR Office for a certain amount of pre-paid drinks prior to the scheduled event. Bartender services will not begin before 11:00 am and will not extend past 10:00 pm.
5. If the number of attendees exceeds 100 people, two bartenders will be required for an additional \$40/hour.
6. No outside alcohol is allowed, under any circumstances (including “grog” bowls).
7. All alcohol must be purchased and dispensed through the bartender.
8. Violations of any kind associated with the purchase or consumption of alcohol are subject to significant fines in the state of Utah.

### **Equipment and Catering**

1. Tables
  - a. 5’ round tables (x19) - kept in the shed
  - b. 6’ rectangular 3 - kept in the shed
  - c. 8’ rectangular 5 - kept in the shed
  - d. 2.5’ round tables - kept in the bar area (x3)
  - e. 4’ guest book table (in the entryway)
2. Chairs
  - a. 150 white chairs for the round tables
  - b. 7 cafe style brown chairs (usually paired with the tables in the bar area).

The venue has a standard set-up for tables and chairs (see Attachment C). Renter may alter the arrangement of tables and chairs, but must be returned to the standard set-up upon rental completion. Renter may choose to pay MWR to arrange tables and chairs to a desired layout at an additional \$60/hr.

3. Podium
4. Patio furniture sets (8 tables with 27 chairs)
5. The Great Hall does have an audio system with a handheld microphone and blue tooth wifi for guests to use. If you are hiring a DJ, the DJ must bring their own sound system.
6. Catering
  - a. No kitchen utensils (i.e., pots, pans, dishes, silverware, etc.) are available. Renter is responsible for bringing any necessary items.
  - b. The kitchen is equipped with a commercial ice machine, warming cabinets, microwave, air fryer oven, and commercial refrigerator.
  - c. Renter may contract for private catering for food and nonalcoholic beverages. MWR is not liable for any associated costs.

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**No modifications—including hooks, nails, etc.:** The Officer's Club is a historical building on the Utah Historical Register. Renter is on notice that the Officers Club is a historical building and even the slightest modifications may cause extensive damage. This includes nails, staples, or any other item in wood, masonry, concrete or rock, as well as tape on the wood floor. Such modifications are strictly prohibited and renter assumes the expense of repairing such modifications. \$500 fine per incident.

**Cleaning Fee:** Renters must remove food, signage, and decorations. Renters can either pay the \$250 cleaning fee or complete the cleaning checklist (attachment A).

**Deposit:** 50% of the **total** rental fee is due at the time of the reservation to secure the date/time requested.

### **Cancellation Policy:**

In order to secure a reservation for the venue, a deposit of 50% of the total rental amount must be received. Cancellations more than 60 days prior to the rental date will result in a full refund of the deposit. Cancellations after this date will result in a forfeiture of the deposit. The final payment to secure the contracted venue is due no later than 60 days prior to the event. Payments not received by the deadline will result in cancellation of contract.

### **Installation Access:**

As of November 6, 2024, all visitors to Camp Williams who do not possess an official Department of Defense or Utah National Guard State specific Identification must pre-coordinate access to Camp Williams. For venue rental events, the renter will be required to furnish a list of all attendees who do not have the above mentioned identification no later than 2 days prior to the event. Note: this includes any delivery drivers or caterers. Gate security will verify attendees as they arrive to allow access to Camp Williams.

### **Key Pickup and Return Policy**

The Officer's Club keys must be picked up and returned to Building 8300. Keys should be dropped off directly after the event at Building 8300. Failure to return the keys immediately after the event will result in a \$100 fee.

### **Underage Drinking Policy**

The host is responsible for ensuring all guests comply with the legal drinking age. Our bar staff will check IDs to confirm the legal drinking age. Underage drinking is strictly prohibited, and the host must take immediate action if it occurs, including notifying venue staff or law enforcement. If legal-age guests provide alcohol to minors, the venue will not be held responsible. The host assumes all liability for any consequences, including fines or legal actions, related to underage drinking.

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## Attachment A

**Cleaning Directions:** To avoid additional cleaning service charge, renters will follow this cleaning checklist:

### General

- ☐ Wipe down all tables and chairs before putting them away.
- ☐ Stack all tables and chairs in the shed properly. Do not overstack.
- ☐ Empty all trash cans and replace them with new liners.
- ☐ Take all trash to the dumpster (located \_\_\_\_\_).
- ☐ Clean the bar counter and chairs.
- ☐ Sweep the floor.
- ☐ Mop the floor.
- ☐ Lock the cleaning closet.
- ☐ Lock the shed.
- ☐ Return tables/chairs back to Standard Set-up.

### Restroom

- ☐ Ensure bathrooms are clear of any trash, these are routinely cleaned.

### Food Service Area

- ☐ Clean and wash the kitchen sink, clearing out any food in the drains.
- ☐ Clear and wipe down countertops.
- ☐ Remove food from the refrigerator/food warmer and wipe down as necessary.

### Outdoor Area (if applicable)

- ☐ Clean grills outside, if applicable.
- ☐ Clean up the patio area, if applicable.
- ☐ Clean up any trash outside of the building, if applicable.

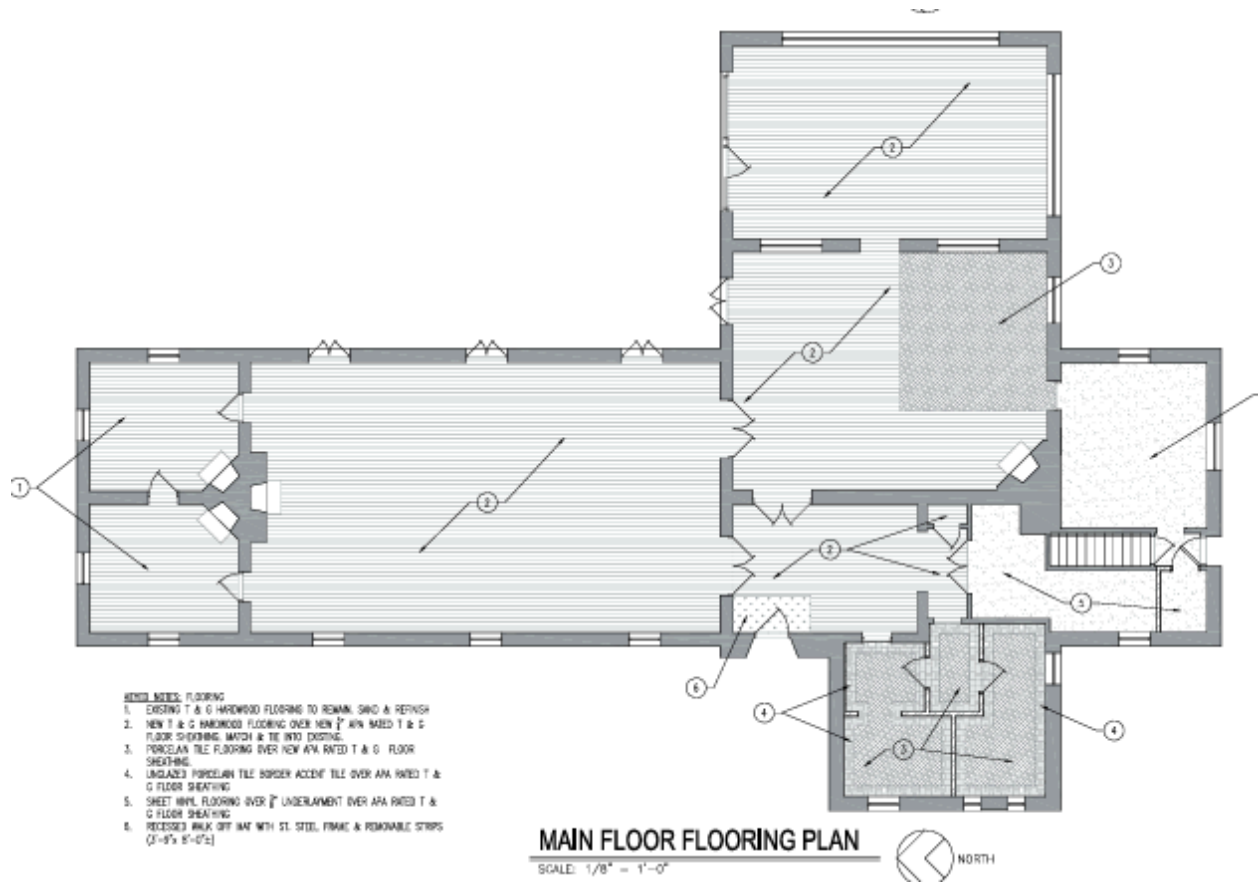
### Before Leaving

- ☐ Report any maintenance problems or damages to the MWR Manager, Brandee Crockett at [Brandeecrockett@utah.gov](mailto:Brandeecrockett@utah.gov) or 385-298-3512..
- ☐ Lock the cleaning closet.
- ☐ Lock the shed.
- ☐ Secure the building.

Adhering to this checklist should help maintain the cleanliness and appeal of your rental venue for future events.

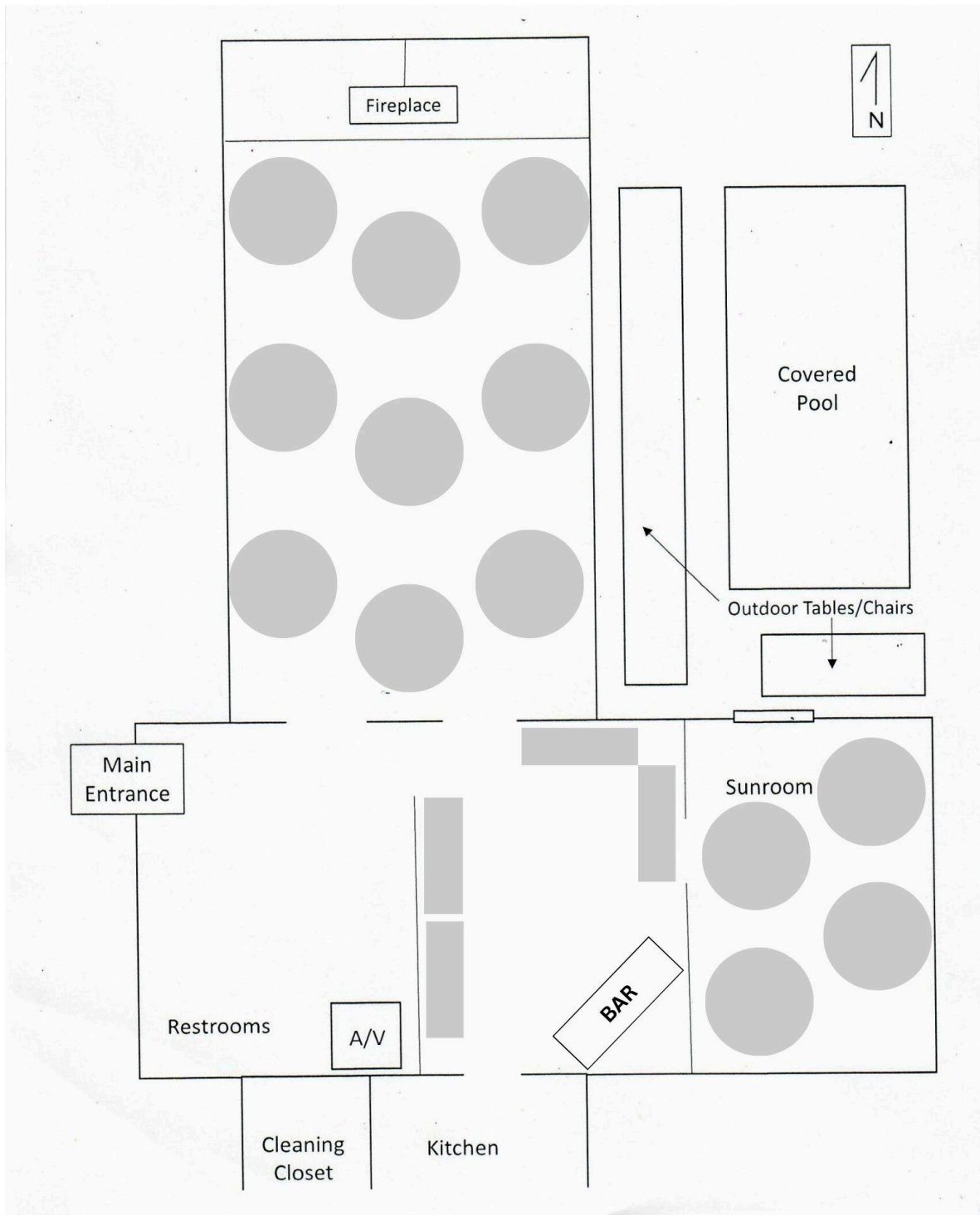
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## Attachment B - Floor Plan



## Attachment C-Standard Layout

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