

RENTAL AGREEMENT

Date of Event:

Time of Event:

Official Event (Y/N):

Bartender Requested:

Cleaning Requested:

This Rental Agreement ("Agreement") is made and entered into this _____ day of _____ 2025, by and between the Utah National Guard Morale Welfare Recreation ("UTNG-MWR") and _____ ("Renter") for the rental of the VENUE, each solely referred to as "Party" or collectively "Parties".

Reserving the Officers Club: this contract must be signed by:

Current, retired, or veteran of US military service, or employee of the Utah National Guard

An employee of the State of Utah with a current CAC card or proof of association with the Utah National Guard.

A valid current or retired ID, DD-214, VA card, disabled VA card, or a state employee CAC card. 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.

WHEREAS, the UTNG-MWR is responsible for the operation, maintenance, and rental of the following VENUE(s):

Camp Williams **Officer's Club**, 17800 Camp Williams Rd, Bldg 8100, Bluffdale, UT, 84065

Camp Williams **Service Club**, 17800 Camp Williams Rd, Bldg 6220, Bluffdale, UT, 84065

Camp Williams, **Sunrise Hall Chapel**, 17800 Camp Williams Rd, Bldg 8160, Bluffdale, UT, 84065

Other: _____

WHEREAS, Renter desires to rent the VENUE for exclusive and temporary use for an event;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties agree as follows:

Rental Period and Fees

1. Rental Period

- The Rental Period for the exclusive use of the VENUE by the Renter is as follows:

- Date: _____

- Time: _____

2. Alcohol (not applicable for the Sunrise Hall Chapel)

- If alcohol service will be provided, it will be served between _____ and end no later than _____.

3. Rental Fees

- In accordance with the informational pamphlet for this venue, the rental fee is:

- Mode of payment: _____

4. Payment and Cancellation

- A completed contract is required to reserve the venue for the scheduled event.
- 50% of the **total** rental fee is due at the time of the reservation.
- The remaining balance is due no later than 60 days prior to the event.
- If the event is canceled less than 60 days prior to the event, no rental payment will be refunded.

Reservation deposit (50%): \$ _____ + _____ (date).

Remaining funds due (50%): \$ _____ no later than _____ (date). **Renter**

Requirements:

1. Responsibilities

- Renter must remain at the VENUE for the duration of the rental period.
- Renter must abide by the following:
 - No alcohol will be dispensed by anyone other than the MWR bartender anywhere on Camp Williams, including the parking lot and grounds.
 - No open flames of any type (i.e. candles) are allowed in the rental venue. ■ Renter is responsible for the setup and takedown of decorations and for the clean-up of the facility. This includes:
 1. Wipe off tables and chairs
 2. Remove all food and decorations
 3. Empty garbage cans (dumpster on the southeast corner)
 - MWR is not responsible for the loss or damage of personal property left in the facility.
 - No vehicles are to be driven on the lawn.
 - No inappropriate activities or entertainment are allowed inside or outside of the club.

Rental Rates and Services

1. Bartender Services

- If requested, a bartender will be included in the rental rate and will remain on the

- premises until the event is finished.
- Bartender services must be coordinated and paid for with the rental contract. 2

- If requested, events with >100 attendees will require two bartenders.

2. Equipment and Catering

- Anticipated number of guests _____. If the number of guests changes +/- 20 guests, the MWR Manager must be notified.
- Private caterers are allowed in the VENUE at renter's expense.
- Catering information for the event, if applicable _____.

Clean-up Responsibilities

- Renter is responsible for returning the VENUE to its original state or paying the \$250 cleaning fee.
- For official military functions, the Unit Command team is responsible for clean-up.
- Renter must notify the MWR manager of any maintenance issues.
- Clean-up for everyone includes:
 - Removing all food and decorations.
 - Removing any personal items from the venue.
- Renter may pay a \$250 cleaning fee or follow the cleaning checklist.
- Renter is liable for all damages to the VENUE and surrounding site.

Indemnification:

Renter agrees to indemnify and hold harmless UTNG-MWR, its officers, staff, and agents from any claims, actions, suits, costs, damages, and liabilities arising from the rental and use of the VENUE, including any negligent actions, willful misconduct, or omissions by Renter or Renter's guests, invitees, agents, and subcontractors.

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.

All guests must check in with security, show ID and be able to identify the name of the event and the building number/name where the event is being held. If they are unable to identify either piece of information, they may be denied access to the event.

Force Majeure:

Neither Party shall be liable for failure or delay in performing obligations due to natural disasters or causes beyond reasonable control. In such events, the affected Party shall use reasonable efforts to resume performance. Fees paid by Renter will be returned within thirty (30) days if the event is canceled due to force majeure.

Elevated Threat Condition:

In case of elevated Threat Condition at Camp Williams:

- Efforts will be made to accommodate Renter and guests.
- Guest lists and ID requirements may apply.

- Full refund will be given if access is restricted to non-military personnel.

Agreement:

This Agreement constitutes the entire agreement between UTNG-MWR and Renter, superseding any prior agreements. No other promises or agreements exist relating to this Agreement.

Jurisdiction and Venue:

This Agreement shall be interpreted and enforced in accordance with the laws of the State of Utah. Any legal action shall be brought in the district court in the Third Judicial District of Salt Lake County.

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.

I have read and understand the above Agreement:

Name: _____

Unit/Branch (if applicable): _____

Phone #: _____

Email: _____

Signature: _____

Date: _____

Utah National Guard MWR Representative

Signature: _____

Date: _____

Officer's Club - 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.
- Clean countertops.
- Clean bar counter and chairs.
- Sweep floor.
- Mop floor.
- Lock the cleaning closet.
- Lock the shed.
- Return tables/chairs back to Standard Set-up.

Restrooms:

- Check that the bathrooms are clean and free of any debris.

Food Service Area:

- Make sure the fridge/food warmer is clean and all food is removed.
- Clean and wash the kitchen sink, clear out any food in drains.

Outdoor Areas (if applicable):

- Clean grills outside (if used).
- Clean patio area (if used).
- Clean any trash on the ground outside the building.

Before leaving

- Secure the building.

Report any maintenance problems or damages to the MWR Manager, Brandee Crockett at Brandeecrockett@utah.gov or 801-870-0553.

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Officer's Club Standard Set Up

