

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, DoD civilian or base contractor.

Sponsor's Name (print): _____

Rank/Grade: _____ Command: _____

Host's Name (if not sponsor): _____

Event Name: _____

Day/Date/Time of Event: _____

E-mail: _____

Phone: (Work): _____ (Home): _____ (Cell): _____

Address: _____

Signature of Sponsor: _____ Date: _____

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. 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.

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.

MEMORANDUM

From: Morale, Welfare, and Recreation, Naval Station Newport
To: Pass & ID, Naval Station Newport

Subj: Morale, Welfare, and Recreation Event

Ref: (a) NAVSTANPTINST 5530.6B

Encl: (1) MWR Event Guest Roster

1. Per reference (a) the following information, and enclosure (1), are submitted for guest access to a Morale, Welfare, and Recreation event:

- a. Sponsor Name:
- b. Sponsor Telephone:
- c. Sponsor email:
- d. Event Description:
- e. Event Location:
- f. Event Date:
- g. Event Time(s):
- h. Estimated Number of Guests:

DIGITAL SIGNATURE

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 individuals 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 anyone at risk.

Conduct or actions which are to the prejudice of good order and discipline or of a nature to bring discredit upon 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 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.

Name (Print)

Signature

Date