



Officers' Club Naval Station Newport

Weddings

Officers ' Club
Naval Station Newport
Sponsor Form

Clarification of eligibility for private parties and other events:

SPONSOR: Must be an MWR eligible patron; active-duty personnel, eligible family member (spouse), retiree, reservist, DoD civilian or base contractor. Base contractor sponsors are not eligible for base access list submission. Authorized patrons may invite bona fide guests to the club. A bona fide 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.

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: _____

Sponsor Must Be in Attendance of the Event _____ **(initial)**.

I state that I am sponsoring a private party in which all bona fide 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 if not completed by Host.

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.

Officers' Club
Naval Station Newport
Wedding Catering Policies

1. Date, availability and site tour appointments may be made by phone, e-mail or in person Monday through Friday, 8:30 am to 5 pm, evenings and weekends by appointment only. Space is available on a first-come, first-served basis; with applicable paperwork and a nonrefundable deposit required for wedding 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. All guests must enter Naval Station Newport through Gate One (unless otherwise directed). 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 five (5) 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.
9. Pets, with the exception of service animals are not allowed inside The Officers' Club.
10. No outside alcohol is allowed on premises _____ (initial).
11. All forms are due within 10 business days of notifying catering office of date desired _____ (initial).
12. Signed contract is due within 10 business day upon receipt of original from catering office. _____ (initial).

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

Event Name: _____

Couple's Full Names: _____

Planning Contact Phone: _____ E-Mail: _____

Function Room: _____ Minimum Guaranteed Adult Guests: _____

Date/Time of Function: _____ Ceremony On Site (Circle One): Yes No

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.

Saturday wedding receptions are scheduled either 11:00 am – 4:00 pm or 6:00 pm – 11:00 pm. Friday and Sunday events have more flexibility and may be scheduled differently.

Site Fees:

Thursday-Friday	Saturday	Sunday
Grand Ballroom \$6000	Grand Ballroom \$7000	Grand Ballroom \$8000
Constellation Room \$3000	Constellation Room \$4000	Constellation Room \$5000

Room capacities:

Constellation Room	70 guest maximum, seated dinner 60 guest maximum, buffet dinner
Grand Ballroom	350 guest maximum, seated dinner 300 guest maximum, buffet dinner

Off-season rates are applied 4 November 2023 through 29 April 2024. For 2025 Season, off-season rates are applied 2 November 2024 through 27 April 2025.

Thursday-Friday	Saturday	Sunday
Grand Ballroom \$3000	Grand Ballroom \$4000.00	Grand Ballroom \$5000
Constellation Room \$1500	Constellation Room \$2500	Constellation Room \$3500

Active-Duty Discount

Friday room rental for any Saturday or Sunday events. Includes Ceremony Fees. Active-Duty Discount applies to any wedding where the Bride or Groom is Active Duty at the time of wedding.

Outdoor Ceremonies:

Outdoor ceremonies may take place on Dewey Field, weather permitting. Ceremony fee includes white padded garden chairs and white pergola. Ceremony fee is \$750.00 for one-hour rental.

An indoor room may be booked as a rain back up plan for an additional \$500.00. This fee includes standard banquet chairs.

Indoor Ceremonies:

Ceremony fee is \$500.00 and includes standard banquet chairs and two decorative pedestals.

Bar Services

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

- Alcohol service will cease fifteen 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 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 = \$15 per person

2 hour = \$25 per person

4 & 5 hour = \$45 per person

Host Bar prices include 20% Service Charge

Champagne Toast: \$3.60 per person

House Wine Service: \$6.00 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 ~ 7.00 per glass

All bars include house selections of Chardonnay, Pinot Grigio, Riesling, Sauvignon Blanc, Cabernet, Pinot Noir, Merlot and Prosecco.

For indoor bars, choose two draught beer selections and two bottled beer selections:

Draft: Bud Light, Goose Island IPA, Harpoon, Newport Storm, Sam Adams Boston Lager/Seasonal or Shock Top Belgian White 5.00-7.50 per glass. Ask your event sales coordinator about our seasonal selections.

Bottled: Bud Light, Budweiser, Coors Light, Corona, Guinness, Heineken, Michelob Ultra, Athletic Brewery (Non-Alcoholic), Sam Adams Boston Lager/Seasonal, Stella Artois or Yuengling ~ 4.00 – 6.00 per bottle

A wide brand selection of spirits will be available for your guests, including beers and wine. Please notify the catering sales team if you have a specific preference.

Included In Site Rental

Tables
Fruitwood Chiavari Chairs
Dance Floor
Any Needed Staging
Bartender(s)
Bar Set Up
Barware

Included In Ceremony Fee

Outdoor:
White Garden Chair Set Up
Use of Outdoor Arbor

Indoor:
Standard Chair Set Up
Use of Decorative Pedestals

Extra Amenities

Linens

House Napkins ~ .50 each
Table Cloths (Not Floor Length) ~ 5.00 each
Floor Length Table Cloths (Ivory or White) ~ 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

Directions

With the exception of children, all passengers should be prepared to show valid federally recognized driver's license or photo identification at the gate.

From T. F. Green Airport

Take I-95 South to Route 4, then follow signs to Newport (Route 138 East) and the Claiborne Pell/Newport Bridge. Take the left lanes off of Claiborne Pell/Newport Bridge at the light take left then at next light take right on to JT Connell Highway. At the rotary, take the third right (before the Shell station). Go over the railroad tracks and through the light to Gate One, where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right.

** This is approximately a 30-minute drive. These directions may also be used from the Providence area.*

From Points South, New York Area

Follow I-95 North to Rhode Island. Once in Rhode Island, take exit 3 (Route 138 East) and follow signs for Newport. After approximately 30 minutes, look for signs for Claiborne Pell/Newport Bridge. Cross the Jamestown Verrazzano Bridge followed by the Claiborne Pell/Newport Bridge. Take the left lanes off of Claiborne Pell/Newport Bridge at the light take left then at next light take right on to JT Connell Highway. At the rotary, take the third right (before the Shell station). Go over the railroad tracks and through the light to Gate One, where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right.

** This is approximately a three and a half-hour drive from New York City.*

From the Providence Area

Take Route 195 East to Route 24 South, which then becomes Route 114 South. Follow Route 114 South into Newport to Admiral Kalbfus Road (at the Dominos). Take a right onto Admiral Kalbfus and follow through three sets of lights, at third light go straight and use left lane to enter the rotary. At the rotary, take the second right (before the Shell station). Go over the railroad tracks and through the light to Gate One, where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right. ** This is approximately a 45-minute drive.*

From Points North, Boston Area

Leave Boston area on Route 128 South to Route 24 South, which then becomes Route 114 South. Follow Route 114 South into Newport to Admiral Kalbfus Road (at the Dominos). Take a right onto Admiral Kalbfus and follow through three sets of lights, at third light go straight and use left lane to enter the rotary. At the rotary, take the second right (before the Shell station). Go over the railroad tracks and through the light to Gate One, where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right. ** This is approximately a one and a half-hour drive.*