



Don't stress, let us do the work!

Military Event Package(s): Ten (10) hour rental:

The fee includes a room for up to ten hours, which covers rehearsal time. It also provides tables, chairs, one MWR staff member present during the event, house linen, house napkins, centerpieces for each table, eight place settings per table, three tables with linen for buffet display, one check-in table, screen, projector, and podium. MWR Staff will manage the setup, teardown, and room cleaning. Ceremonial cake is permitted. ***Minimum of 60 guest per event.** Payment of 60 guests required for events with lesser guest count.

- Keglars Preferred Cater\$10 PP**
- Vetted Cater or Potluck Style\$14 PP**

Private Event/Wedding Package(s): Ten (10) hour rental

The fee includes a room for up to ten hours, which covers rehearsal time. It also provides tables, chairs, one MWR staff member present during the event, house linen, house napkins, centerpieces for each table, eight place settings per table, three tables with linen for buffet display, one check-in table, screen and projector, and podium. MWR Staff will manage the setup, teardown, and room cleaning. ***Minimum of 60 guest per event.** Payment of 60 guests required for events with lesser guest count.

- Keglars Preferred Cater\$13 PP**
- Vetted Cater or Potluck Style\$16 PP**

Military Command Conference Packages: Up to 120 guest(s)

Fee includes a room up to eight (8) hours, linens, tables, chairs, podium, and flip chart with markers, microphone, screen, projector/AV, complimentary coffee, iced tea, and water service and up to one (1) break-out room (based on space). Guest count depends on room and setup.

- One Day.....\$275**
- Each Consecutive Day \$100**
- Additional Rooms (breakout) per room, per day\$25**

Conference Packages: Up to 75 guest(s):

Fee includes a room up to eight (8) hours, linens, tables, chairs, podium, and flip chart with markers, microphone, screen, projector/AV, complimentary coffee, iced tea, and water service.

- First Day \$500**
- Each Consecutive Day \$150**
- Additional Rooms (breakout) per room, per day \$75**

Conference Packages: Up to 150 guest(s):

Fee includes a room up to eight (8) hours, linens, tables, chairs, podium, and flip chart with markers, microphone, screen, projector/AV, complimentary coffee, iced tea, and water service.

- First Day \$650**
- Each Consecutive Day \$250**
- Additional Rooms (breakout) per room, per day \$75**



Conference Packages: Up to 250 guest(s)

Fee includes a room up to eight (8) hours, linens, tables, chairs, podium, and flip chart with markers, microphone, screen, projector/AV, complimentary coffee, iced tea, and water service.

First Day \$750

Each Consecutive Day \$350

Additional Rooms (breakout) per room, per day \$75



On a Budget, we got you!

Choose a package that suits your budget, theme, and requirements.

- Package 1: Exclusive to Military
- Packages 2, 3 & 4: Available to All Qualified Guests

Rental includes the space for up to eight (8) hours (including rehearsal time), up to fifteen (15) tables, up to 120 chairs, and three (3) trash cans (self-setup, tear down, and clean-up).

- Additional tables and chairs can be provided for an extra charge.
- Rooms left uncleaned by the renter will incur a \$300 cleaning fee.
- *Capacity is determined by the room setup*

Location	#1 Military Program	#2 MWR Program	#3 Rm Rental Program	#4 Self-Service Program
	Command Support Reception/Social Can bring own food / use Vendor or Keglers	Private Event Cater: Keglers \$600 Minimum Required	No Food (4 hrs. MAX) Room Reservation	Private Event: Selected Cater or Potluck
M.T. McCormick's Whole Center	\$ 275.00	\$ 400.00	\$ 200.00	\$ 800.00
M.T. McCormick's Ballroom	\$ 180.00	\$ 275.00	\$ 140.00	\$ 550.00
M.T. McCormick's Intruder Room	\$ 120.00	\$ 275.00	\$ 140.00	\$ 550.00
M.T. McCormick's Prowler Room	\$ 100.00	\$ 150.00	\$ 75.00	\$ 300.00
M.T. McCormick's Orion Room	\$ 120.00	\$ 275.00	\$ 140.00	\$ 550.00
Bakerview Ballroom	\$ 120.00	\$ 275.00	\$ 140.00	\$ 550.00
Garden Room (Training Rm w/Bk-out)	\$ 60.00	\$ 75.00	\$ 50.00	\$ 150.00
All Other Rooms	\$ 40.00	\$ 50.00	\$ 50.00	\$ 100.00
Additional hours (ea.)	\$ 40.00	\$ 50.00	\$ 50.00	\$ 100.00
Bar(s) Room (Private Event fee) (No Charge during normal business hours; outside F&B NOT permitted during business hours)	\$ 40.00	\$ 50.00	\$ 50.00	\$ 100.00
Bakerview Dining Room NOT FOR RENT (Former Restaurant)	N/A	N/A	N/A	N/A

You can get a list of approved vendors from the MWR Conference Center Manager.
If you already have a specific vendor in mind, please inform us and share their contact details.



Command Support ONLY

Command Support Hours:

- Mon-Fri: 0700 – 1600 | Before 0700 fees apply | After 1600 fees apply.

MWR Event & Conference Center provides two venues in the Conference Center program:

- M.T. McCormick's Orion Room
- Bakerview Ballroom
- *Capacity varies based on room setup

Command Support Description:

Change of Command Ceremony, Official Retirement, Official Commissioning, Official Navy Training and Testing, Reenlistment Ceremony, Annual Navy Mission Programs and Events.

Equipment Provided:

The package includes a room for up to eight hours, which covers rehearsal time. It also includes up to fifteen tables, 120 folding chairs, and up to three trash cans. A complete Audio/Visual system is also provided. All clients must sign a no-cost contract, and all equipment will remain on-site in each club.

Setup/Tear Down:

On-site MWR staff will be available to open and close the building. The customer is responsible for setting up and dismantling the room, as well as cleaning, which includes disposing of trash in outside bins. Failure to clean and clear the room will result in a \$150.00 cleaning fee.

Ceremonial Cake:

Only ceremonial cakes are permitted and are not subject to fees. Customers must provide the cake, plates, forks, napkins, etc. If the cake and trash are not cleaned up, including taking the trash to the outside receptacles, a \$150.00 cleaning fee will be charged.

Q & A:

Q: What if I want to host a reception in the private room after an official Command Function, is there a cost?

A: Yes, the price is subject to the needs of the reception.

Q: Can I bring my own food?

A: Yes, this is a "Potluck Style" option, and a fee does apply. Please consult with your MWR Conference Manager.

Q: Can I bring the Cake into the bar when it's open during normal business hours?

A: Yes. Cake is permitted during Command Support programs, as it's part of the ceremony.

Q: Can I bring my own or vendor's food into the bar after my ceremony during normal business hours?

A: No, MWR provides a menu during normal business hours; outside F&B is not permitted. Your food/vetted vendor may be kept in a private room; however, fees apply. REF: CNICINST. 1710.3



- **Call Convergence Zone (CZ) 257-2432 for more information.**

Other MWR Command Support Option(s): MWR Rules & Regulations Apply | Reservation Required for all bookings.

MID DEPLOYMENT PARTY BOWLING

Call for availability.

- ✓ Limit one (1) FREE party per command per year | Fees apply.
- ✓ Two (2) hours maximum for up to eight (8) lanes of unlimited bowling including shoes.

PARTY PAINT BALL

Monday, Wednesday, and Friday | 11am- 4pm.

- ✓ Package includes all gear required | Fees Apply.
- ✓ 20 players per package.
- ✓ Time slots: 11am to 1pm or 12pm to 2pm | Each game two (2) hours.

Multi-Purpose Room (MPR)

Command Support Hours:

- Mon-Fri: 0800 – 1600 | Before 0800 fees apply | After 1600 fees apply.
 - ✓ Chairs, tables, AV, Podium.
 - ✓ Up to 140 guests | depends on room setup.

Rocky Point

Monday – Friday: Reservation eight (8) hours \$150 | Deposit required.

- ✓ Chairs & tables.
- ✓ Up to 150 guests | depends on room setup.

Costen Turner Pavilion Rental

Monday – Friday: Free w/refundable cleaning deposit.

- ✓ MWR Program Rules & Regulations apply.

Liberty Equipment Support Operation Uplift: Call Liberty 257-3309 for more information.

Monday – Sunday: Free | Must meet program requirements.

- ✓ Chairs, tables, grill, ice chest, pop-up tents (only); Pick-up.
- ✓ Official Command Function | All Hands.

Command Private Movie Screening/Party: Call SkyWarrior 257- 1977 for more information.

Monday - Sunday

- ✓ Private Showing | Pick movie from list | Fees apply.

Command Support outside of MWR:

- **Quarter Deck | Theater Reservation Monday-Thursday | 360-251-2631**
- **LIMDU | Base Tables, AV, Chairs and Other**



Al a Carte Rentals:

	Private Event(s)	Military Event(s) EX: Command Holiday Dinners Dine-In CoC Social
Additional room hours (per hr.)	\$75	\$50
AV package: LCD projector/screen, wireless microphone, speakers & podium	\$125	\$0
Bartender per hour (min 2 hours) Monday – Saturday fees waived when bar sales hit \$500	\$50	\$50
Bartender per hour (min 2 hours) Sunday fees waived when bar sales hit \$700	\$75	\$75
Banquet Chair (pick-up required if off-site on base only, IE: Wash Rack)	\$3	\$2
Bar Height Tables (belly bars, off-site, on base only)	\$3	\$3
Beverage Station: Coffee or Tea Serves 60 (Coffee: cups, stir sticks, creamer, sweetener, cocktail napkins) (Tea: glasses, stir sticks, sweetener, cocktail napkins) 20% service charge will be added	\$85	\$85
Busing station (ea.)	\$2	\$2
Busing Staff (one (1) MWR staff member per hour)	\$35	\$35
Cake fee per person: Fork/Cutting Knife/Plate (Does Not Apply to Ceremonial Cakes)	\$1	\$1 (Does Not Apply to Ceremonial Cakes)
Cleaning fee per contract	\$300	\$150
Center pieces per table (Off-base rental not permitted)	\$5	\$5
Chafer Set (Includes 1 chafer, chafer fuel (sterno), 2 hotel pans, 1 holder, 2 serving utensils) One (1) day rental	\$5	\$5
Chair Covers (ea.) (off base rental must pick-up) One (1) day rental	\$1	\$1
Daily Ice Machine Access @ Bakerview	\$3	\$3
Daily use of kitchen prep tables and refrigerator storage. All items must be removed daily, and the kitchen must be returned in the condition received.	\$3	\$3
Dance Floor (off-site/delivery rental add \$50 on base only. IE Wash Rack) One (1) day rental	\$350	\$250
Delivery Fee (Off-site other than Conference Centers and/or Duffers)	\$75	\$75
Flip Chart(s) Package: min of two (2) and four (4) markers	\$3	\$3
Folding Chair(s) (off base rental must pick-up; One (1) day rental)	\$1	\$1
Hot Box Med (per vendor contract) Off-base rental not permitted	\$8	\$8
Hot Box Sm (Per vendor contract) Off-base rental not permitted	\$5	\$5



LCD projector and screen per contract	\$75	\$0
Linens house colors (off base rental must pick-up) One (1) day rental	\$10	\$10
Linen overlay (limited colors) per table (off base rental must pick-up) One (1) day rental	\$5	\$5
Linen Setting (per table) one (1) house color linen, eight (8) house color napkins (off base rental not permitted) One (1) day rental	\$6	\$6
Linen Napkins (per napkin) house colors (off base rental not permitted) One (1) day rental	\$1	\$1
Microphone only	\$15	\$0
Place setting per person: Two (2) forks/knife/spoon, plate, water and wine glass, bread plate, knife and linen napkin.	\$2	\$1
Podium or easel (stand only) per contract	\$10	\$0
Serving Dish for buffet table with serving utensils (per dish) EX: Bowl, Platter, I.E.	\$2	\$2
Serving Staff (One (1) staff member per hour) (min 2 hours) Monday – Saturday	\$35	\$35
Serving Staff (One (1) staff member per hour) (min 2 hours) Sunday	\$50	\$50
Slicer (Meats -- selected vendors/patrons may rent based on training on certifications) Training and MWR Approval Required	\$5	\$5
Sterno(s) (ea.)	\$3	\$3
Table 6' or 8' (off base rental must pick-up) One (1) day rental	\$3	\$3
Tables- Round (seat eight (8) guest at one table) Off-base rental not permitted	\$3	\$3
Table Cocktail (ea.) Off-base rental not permitted	\$2	\$2
Trash service(s) per contract: bags and three (3) cans included	\$2	\$2

Replacement/repair fees apply to all damaged equipment and are subject to market price.



Naval Air Station Whidbey Island (NASWI) Morale, Welfare & Recreation (MWR) is providing top-notch services to military personnel and their families. We have revamped the Event and Conference program to align with customers' planned budgets. The program includes catering services from Keglers Bar & Grill, MWR Vetted Catering vendors, or Potluck options. Our aim is to give customers the flexibility to tailor their events at our facilities.

Eligibility:

- All authorized MWR Patrons, such as active-duty military, reservists, retirees, disabled veterans, foreign military, DoD civilians, DoD contractors, and dependents, are eligible to use MWR facilities.
- Groups or organizations sponsored by the School District require approval by the Command Officer.
- Businesses can rent space at our Bakerview Event & Conference and require approval by the Command Officer

Reservation Request: The MWR Facilities can be reserved up to twelve (12) months ahead. Rentals made less than four (4) weeks in advance depend on availability before they can be approved.

- An appointment with the MWR representative is necessary for discussing the event payment program, conducting a location walkthrough, and addressing any other requirements. The representative may be off-site or assisting another client to understand their program needs.
- The full payment must be made two (2) weeks before the event/program date. Any additional items/services added on the day of the program must be fully paid one (1) hour before the event/program concludes.
- The guest count must be confirmed two weeks before the event. Changes cannot be accommodated within 48 hours of the event. Any guests exceeding the confirmed count will incur additional charges based on the per-person rate in your contract.
- A 50% deposit must be submitted when signing the MWR contract.
- Payment is to be completed using a credit card exclusively.
- Reservations are considered confirmed once the deposit is received and the contract is signed.
- The banquet event order (BEO) serves as the dynamic document that both the client and MWR representative will utilize to outline the event/program specifics, such as schedules, setup, equipment, and other details. It encompasses all pricing and costs associated with the event/program. The client must sign and return the BEO whenever updates or modifications are made.



Organization/Unit/SQD:	Address:
Primary Contact Person:	Email:
Phone Number:	Vetted Cater MWR Catering Potluck Style None Circle one (1)
POC Day of:	POC Number:

An MWR coordinator or representative will be designated to your program or event once your request has been processed. Following the signing of your MWR Room Rental and/or Catering contract by both parties, MWR will arrange a phone or in-person meeting to discuss your program or event.

Patron Status:

- Active Duty
- Reservist
- Retiree
- Gold Star
- Veteran
- DoD Civilian
- Contractor
- Dependent
- School (must be approved by CO)
- NFE (Non-Federal Entity)
- N-Code
- Community Business (must be approved by CO)

Event/Program Information:

Event Date: _____ Number Attending: _____
(Weekends/Holidays require 4 hr. min rental)

Event Start Time: _____ Event End Time: _____

Event & Conference Center Request:

MT McCormick’s ___ Bakerview ___ Duffer’s ___ Rocky Point ___ CZ Options ___

Room selections are based on the size of the functions and may be moved based on demand of the program.



Type of Event/Program/Rental:

- | | |
|---|--|
| <input type="checkbox"/> Change of Command Ceremony
Receptions after/during are not Official | <input type="checkbox"/> Retirement Ceremony
Receptions after/during are not Official |
| <input type="checkbox"/> Change of Command Ceremony & Rehearsal
Receptions after/during are not Official | <input type="checkbox"/> Retirement Ceremony & Rehearsal
Receptions after/during are not Official |
| <input type="checkbox"/> Official Navy Training/Meeting/Testing
Official Navy Command Support | <input type="checkbox"/> Reenlistment Ceremony
Official Navy Command Support |
| <input type="checkbox"/> Pinning Ceremony
Official Navy Command Support | <input type="checkbox"/> Reenlistment Ceremony & Rehearsal
Official Navy Command Support |
| <input type="checkbox"/> Pinning Ceremony & Rehearsal
Official Navy Command Support | <input type="checkbox"/> Business Conference |
| <input type="checkbox"/> Business Meeting/Training | <input type="checkbox"/> Wedding Ceremony & Reception |
| <input type="checkbox"/> Military Conference | <input type="checkbox"/> Celebration of Life |
| <input type="checkbox"/> Fundraiser (Need Legal Approval)
All units/SQDs and NFEs | <input type="checkbox"/> Birthday Party |
| <input type="checkbox"/> Grad Night | <input type="checkbox"/> Command Holiday Party |
| <input type="checkbox"/> Receptions/Socials
Are not official, even after or during a ceremony | <input type="checkbox"/> Happy Hour Appetizers |



Waiver Required for Potluck Style Functions

By participating voluntarily in events where food may be provided by myself or other participants, such as "bring a dish parties" or "potluck parties," I accept and understand the associated risks. I take full responsibility for the health and well-being of both my guests and myself, including any injuries or illnesses that may result from consuming the food provided. I also release the US Navy, MWR, and their agents, representatives, employees, and staff from any claims related to guest participation and food consumption at the event I have arranged. I agree to display a notice stating: "THE FOOD YOU ARE ABOUT TO ENJOY WAS PREPARED IN A KITCHEN THAT WAS NOT INSPECTED OR APPROVED BY ANY REGULATORY AUTHORITY. FOOD IS CONSUMED AT YOUR OWN RISK." I acknowledge that the US Navy/MWR is not responsible for the food and beverages served at the event and has no role in their preparation or handling.

Print Name: _____ Signature _____

Date: _____ Time: _____ Contract # _____

MWR Rep Name & Signature: _____

Alcohol:

- Outside alcoholic beverages are prohibited
- Alcoholic packages and bar services must be purchased and distributed by MWR.
- Alcohol distribution and consumption must remain in the rental areas identified on the rental application.
- Alcohol shall not be sold, distributed, or consumed within the premises of the facility after 1:00 a.m. All alcoholic beverages must be provided by MWR.
- A service charge of 20% will be applied to all food & beverage packages.
- Underage drinking is always prohibited; violation of this provision is due cause for termination of the renter's contract. The renter shall ensure that minors are not served alcohol.