

Pavilion Rental Checklist

EACH PAVILION IS LIMITED TO A PARTY OF 200

For the safety of all guests and staff at Bellows AFS, compliance with this checklist is required to complete your reservation.

1. GUEST LIST

A list of all non-military ID card holders must be submitted to Security Forces at least 24 hours prior to the event. List may be mailed (515 Tinker Road, Waimanalo, HI 96795) or faxed (808) 259-4227, but are not authenticated until the sponsor personally provides identification at the Law Enforcement Desk located in Building 515. Guest sponsorship forms can be obtained at Bellows AFS or downloaded from <http://www.bellowsafs.com/homesecurity.html> Please contact the NCOIC, Security Forces Operations at (808)259-4206 or Security Forces (808) 259-4200, for more information.

Vehicles entering Bellows AFS must be ready to present the following to the Gate Guard.

- ✓ Current driver's license
- ✓ Current vehicle registration
- ✓ Current vehicle safety inspection
- ✓ Current no fault insurance

2. EXPECTED NUMBER OF GUESTS

The total number of EXPECTED GUESTS for this event must be submitted no later than 72 hours prior to the event. In the event that the number of guests exceed the number of guests expected this will be grounds for eviction, in addition, a forfeit of any payments made to Bellows AFS for this event. Please contact the Reservations Supervisor for more information (808) 259-4105.

3. LIFEGUARDS

Parties of 100 or more must provide additional lifeguard service. A minimum of one certified lifeguard per 100 people must be provided. **Lifeguards must check in at Lifeguard Tower 2 30 minutes prior to the start of the event.** All lifeguards must be present and on the beach at all times.

Please contact the Lifeguard Supervisor for more information (808) 259-4129.

- ✓ Lifeguard Name (Printed) _____
- ✓ Certifying Official _____
- ✓ Phone Number _____ Email _____

4.  SANI-TOILETS 

Parties of 200 or more will be charged a fee of \$140 per sani-toilet.

✓ (One sani-toilet per every 100 additional people)

Please contact the Outdoor Director for more information (808) 259-4128

Company Stamp/Signature _____ Phone _____

Certifying Official _____ Date _____

5.  PARKING PLAN 

Parties of 100 or more must have a parking plan approved by Bellows Security Forces.

Please contact the NCOIC, Security Forces Operations at (808) 259-4206 or (808) 259-4200, to establish a parking plan at least 90 days prior to the function and receive a copy of SFOI 31-201, Special Event/Overflow Parking Plan. **Parking attendants must check in at the Law Enforcement Desk (Building 515) 30 minutes prior to the start of the event.**

SF's Certifying Official _____ Date _____

SPONSOR INFORMATION

I have read and understand the foregoing policies.

I understand that failure to comply fully with these requirements may lead to no refunds, eviction and barment.

Sponsor's Name (Printed) _____

Sponsor's Signature _____ Date _____

Organizational/ Home Address _____

Phone Number _____ Duty Phone _____

Email Address _____