

Pavilion Rental Checklist

Each Pavilion is limited to a party of 200

Thank you, for considering Bellows AFS for your special event!

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

1. GUEST PROCEDURES

All non-military ID card holders must be sponsored onto the installation by an authorized card holder. For further information refer to the Security Forces tab on the website or contact the Visitor Control Center at (808) 259-4102 *between the hours of 0900-1800* or email det218fss.sf@hickam.af.mil

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 proof of 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 Services Superintendent for more information (808) 259-4210.***

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. All certifications must be mailed or faxed (808) 259-4125, to the Lifeguard Supervisor no later than 72 hours prior to the date of the event.

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

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 Reservations Supervisor for more information (808) 259-4105

5.  PARKING PLAN

Parties of 100 or more must have a parking plan approved by Bellows Security Forces. Please contact Security Forces Pass and ID at (808) 259-4102 between the hours of 0900-1800, to establish a parking plan at least 14 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 eviction with no refund, barment and possible action under the UCMJ.

Sponsor's Name (Printed) _____

Sponsor's Signature _____ Date _____

Organizational/ Home Address _____

Phone Number _____ FAX _____ Duty Ph. _____

Email Address _____

SECONDARY POINT OF CONTACT

Name (Printed) _____ Email _____

Phone _____ FAX _____ Duty Phone _____