

RENTAL AGREEMENT | Pavilion / Deck



PAVILION RENTAL HOURS:

Summer (Memorial Day-Labor Day): 8 am-7 pm
 Winter (September-May): 8 am-6 pm

2 TIME SLOTS:

MORNING: 8 am-1 pm AFTERNOON: 2 pm-7 pm
 See clerk for extended hours from 8 pm-10 pm

\$50 Cleaning deposit for ALL rentals Cleaning deposits will result in forfeiture if not claimed within 30 days post function. POC must contact Turtle Cove for refunds.

DECK: 150 (max capacity)

MINI-GOLF PAVILION: 40 (max capacity)

BEACH PAVILION: 200 (max capacity)

* Command approval is required for functions larger than 600 people

GENERAL POLICIES

- Firearms, archery bows, throwing knives/hatchets, air rifles/pistols and any other illegal or dangerous weapons are **STRICTLY PROHIBITED**
- **NO** swimming after dark. Lifeguards on duty at Towers 1 & 2 from 10 am-5 pm
- **NO** landing and/or launching privately-owned motorized watercraft
- **NO** glass containers and/or alcohol consumption on beach of hiking trails
- **NO** open fires, fireworks, portable fire pits, or metal detectors
- **NO** drones or personal aircraft
- **NO** balloons are permitted
- **NO** feeding or hunting feral animals
- **NO** pets (Service Animals allowed with lawful inquiry)
NOTE: Therapy/comfort animals are NOT considered "service animals" per the ADA
- Fishing allowed **8 am to dusk in authorized fishing area(s) only**

INITIALS	AUTHORIZED CARDHOLDER/SPONSOR (Read and initial next to each item)
	I am the authorized DoD cardholder/sponsor. I understand that I am responsible for my conduct and the conduct of my dependents and sponsored guests. As the authorized cardholder/sponsor, I must be on site from 8 am-6 pm to account for each guest. I agree to the terms below.
	A SPECIAL FUNCTION AGREEMENT and AUTHORIZED GUEST LIST are required for functions with 10 or more unauthorized guests (non-DoD ID cardholders). I MUST contact SECURITY FORCES to obtain and submit these documents.
	I understand each authorized DoD ID cardholder is authorized to sponsor a maximum of 50 unauthorized guests.
	My reservation allows a maximum of 40 occupants for the Mini-Golf Pavilion, 150 occupants for the Deck, and 200 occupants per Beach Pavilion.

INITIALS	SPONSORING GUESTS (Please read and initial next to each item)
	Bellows AFS is a military installation; federal rules and regulations apply. All guests are responsible to abide by Bellows AFS policies. For details, I may refer to guest books, bulletin boards and/or website. I may also contact the FRONT DESK or SECURITY FORCES for questions or concerns.
	All non-DoD ID cardholders must be sponsored onto the installation by an authorized cardholder. For further information, I will refer to the SECURITY FORCES section at www.bellowsafs.com , contact the BASE DEFENSE OPERATIONS CENTER at (808) 259-4200 or (808) 448-4916, or email 18fssdet2bellows.sf@us.af.mil .
	Guests without an approved government-issued credential or state driver's license compliant with the Real ID Act of 2005 are REQUIRED to provide a second form of identification prior to being granted installation access.
	All guests are subject to criminal background checks prior to accessing the installation. Guests with unfavorable information WILL BE DENIED access to the installation, regardless of sponsorship by authorized DoD ID cardholders.
	All non-DoD affiliated guests under the age of 16 MUST have a school ID or photo ID on their person at all times; a birth certificate must be available upon request for identification purposes. All non-DoD affiliated guests age 16 and over MUST have a photo ID on their person at all times.
	Foreign National guests will NOT be allowed base entry unless/until they have been properly vetted through SECURITY FORCES (MINIMUM 60 days prior).
	All vehicles entering Bellows AFS must be ready to present the following items to the Sentry. All vehicles are subject to search. <ul style="list-style-type: none"> • Current driver's license • Current proof of insurance • Rental Agreement (if applicable) • Current vehicle registration • Current vehicle safety inspection

INITIALS	GENERAL PAVILION/DECK RENTAL RULES (Read and initial next to each item)
	I have read and completed the PAVILION RENTAL CHECKLIST [ALL SECTIONS MUST BE SIGNED] for BEACH PAVILION functions. I will retain copies of this agreement and checklist as citation of compliance.
	I will adhere to Parking Policies . I understand that Special Function guests are NOT authorized to park at RESERVATIONS (Bldg. 220) and the Mini-Golf area. Special Function guests MUST park in the authorized Overflow Parking (old Flight Line). Per the PAVILION RENTAL CHECKLIST, a PARKING PLAN may be required (see SECURITY FORCES for PARKING PLAN).
	I will report any problems/issues with the rental unit to TURTLE COVE within the first 30 minutes of check-in . Refunds may NOT be authorized for unreported issues beyond the 30-minute period.
	Refunds will NOT be granted due to weather, beach closure, power outages, insects, or other acts of nature (to include loss or damage of personal property). Claims for damage/loss of personal property may be filed at a military Legal office.
	Pets/animals are NOT ALLOWED on the installation. Service animals are allowed; proper documentation required. NOTE: Per the ADA, therapy/comfort animals are NOT CONSIDERED "service animals". A doctor's prescription for a therapy/comfort animal is not considered "proper documentation." For more info, please visit https://adata.org/publication/service-animals-booklet . UNAUTHORIZED PETS/ANIMALS ARE SUBJECT TO EVICTION WITHOUT REFUND AND A \$250 FEE.
	Feeding or hunting of feral animals is prohibited and grounds for eviction without refund.
	Trash bags are NOT provided. I MUST provide my own trash bags for my event and place all trash in the dumpster prior to check-out. Bellows AFS encourages all guests to recycle cans and bottles. Recycle bins are located around Bldg. 220 (RESERVATIONS) and throughout the property.
	Ice, sinks, refrigerators, decorations, or any type of storage are NOT provided.
	Digging and/or leveling of the grounds is STRICTLY PROHIBITED and subject to additional fees/charges.
	Cooking units MUST be located at least 6 feet from any structure, tent, or combustible material, and at least 3 feet off the ground. Open, unattended fires and portable fire pits are PROHIBITED . Grills are for outdoor cooking only. I will NOT use grills to burn firewood. I will NOT place an outdoor cooking unit on the picnic tables. Coals MUST be cooled and disposed of in coal dispensers only. I will NOT dispose of coals on the ground or in any trash receptacle.
	I will NOT attach fasteners, screws, nails, eye bolts, etc. to the rental facility. I will be charged for any/all damages to government property.
	I understand that only (1) free standing professional sign may be displayed for my event. Signs are prohibited from being secured, fastened or taped to any utility pole, street sign or tree.
	BEACH PAVILIONS DO NOT have electrical power. Portable generators are allowed. Special requests for outside commercial services MUST be approved in advance by TURTLE COVE Staff.
	Water inflatables are prohibited for DECK rentals. See Turtle Cove Staff for guidance on any additional set up.
	Selling of food to the general public is STRICTLY PROHIBITED . Outside food vendors are only authorized for guests of their own special event/function.
	NO outside alcohol is allowed on the DECK. DECK functions that desire bar service must rent the bar and purchase bartender services through TURTLE COVE. House drink prices will apply.
	I understand the INDOOR LANAI area of Bldg. 220 is NOT my rented space. It is a common area for all Bellows AFS guests.
	I will be considerate of neighboring campers and cabin guests. I understand that excessive noise, profanity, or disturbance are grounds for immediate eviction. Complaints from other patrons or personnel regarding excessive noise, disturbances, or any policy violations may result in eviction without refund, loss of Bellows AFS privileges for up to one year, or debarment.
	<u>I understand my \$50 cleaning deposit will be forfeited and additional charges may be incurred if: trash (including cigarette butts) are present, outdoor cooking grill is not cleaned, and/or tables and chairs are re-arranged and not returned to their original configuration.</u>

By signing below, I acknowledge responsibility for aforementioned policies. On behalf of myself and my sponsored guests, I further agree to exercise care to prevent damage or policy violations. Failure to comply with installation policies may result in eviction without refund, loss of Bellows AFS privileges (for up to one year), and/or debarment.

PRINTED NAME / SIGNATURE: _____ DATE: _____

STAFF INITIALS: _____

PAVILION RENTAL

CHECKLIST



DATE OF EVENT: _____ NUMBER OF GUESTS: _____

BEACH PAVILION (200 max capacity per pavilion) A B C

PLEASE READ CAREFULLY, COMPLETE ALL THREE (3) SECTIONS, AND SIGN (ON REVERSE).

- Completed checklist is REQUIRED in order to make a pavilion reservation.
- ONE CHECKLIST IS REQUIRED PER FUNCTION. Single functions exceeding 100 people require various authorizations (see Sections 1-3). Command approval is REQUIRED for functions larger than 600 people.
- Failure to comply may result in forfeiture of reservation, deposit, and function cancellation.
- Cleaning deposits will result in forfeiture if not claimed within 30 days post function. POC must contact Turtle Cove for refunds.

AUTHORIZED CARDHOLDER/SPONSOR INFORMATION

PRINT FULL NAME (FIRST/LAST): _____

NAME OF ORGANIZATION (IF APPLICABLE): _____

ADDRESS (CITY/STATE/ZIP): _____

PRIMARY PHONE #: _____ SECONDARY PHONE #: _____

EMAIL ADDRESS: _____

SECONDARY POINT OF CONTACT

PRINT FULL NAME (FIRST/LAST): _____

NAME OF ORGANIZATION (IF APPLICABLE): _____

ADDRESS (CITY/STATE/ZIP): _____

PRIMARY PHONE #: _____ SECONDARY PHONE #: _____

EMAIL ADDRESS: _____

INITIALS	GUEST SPONSORSHIP / PARKING PLAN (Initial each item to signify your understanding)	SECTION 1
	All non-DoD ID cardholders (age 16 and older) must be sponsored onto the installation by an authorized DoD ID cardholder. For further information, please refer to the SECURITY FORCES section on our website at www.bellowsafs.com , contact the BASE DEFENSE OPERATIONS CENTER at (808) 259-4200 or (808) 448-4916, or email 18fssdet2bellows.sf@us.af.mil .	
	Guests without an approved government-issued credential or state driver's license compliant with the Real ID Act of 2005 are REQUIRED to provide a second form of identification prior to being granted installation access.	
	All guests are subject to criminal background checks prior to accessing the installation. Guests with unfavorable information WILL BE DENIED access to the installation, regardless of sponsorship by authorized DoD ID cardholders.	
	Foreign National guests will NOT be allowed base entry unless/until they have been properly vetted through Security Forces (MINIMUM 60 days prior).	
	A SPECIAL FUNCTION AGREEMENT is required for 10 or more unauthorized guests , and is limited to 50 guests per valid authorized DoD ID cardholder . The max capacity for each Beach Pavilion is 200 guests, requiring up to 4 authorized cardholders and SPECIAL FUNCTION AGREEMENTS for the event (50 x 4 = 200). Go to www.bellowsafs.com/sponsor-guests . <ul style="list-style-type: none">• Review the SPECIAL FUNCTION PROGRAM MEMORANDUM.• Complete/submit the SPECIAL FUNCTION AGREEMENT form to SECURITY FORCES NLT 5 days prior to the event.• Complete the GUEST SPONSORSHIP (Guest List) and email to 18fssdet2bellows.sf@us.af.mil NLT 5 days prior to the event.	

INITIALS	GUEST SPONSORSHIP / PARKING PLAN (Initial each item to signify your understanding)	SECTION 1
	<p>Functions exceeding 100 attendees MUST establish a PARKING PLAN prior to reservation of the PAVILIONS. Sponsor will provide parking attendant upon lane closure. For more information, contact Security Forces using a method listed above.</p> <p>Abbreviated guidelines are as follows:</p> <ul style="list-style-type: none"> • LESS THAN 100 ATTENDEES: No parking plan is required. • 100-299 ATTENDEES: Pavilion parking will be blocked at the inbound lane. The event holder is responsible for providing a parking guard at the entry. When the parking lot is full, event attendees will use the extra parking across the street, between the hiking trail and driving range. Parking is NOT authorized on the driving range without prior approval by the TURTLE COVE Staff. • 300 OR MORE ATTENDEES: Pavilion parking lot will be blocked at the inbound lane of Beach Walk Lane. The event holder is responsible for providing a parking guard at the entry. Overflow Parking will be utilized on the old flight line, near the driving range. • RESTRICTIONS: NO PARKING AT RESERVATIONS (Bldg. 220) or MINI-GOLF area for Special Function attendees. 	
OBTAIN SIGNATURE AT SECURITY FORCES (MON-FRI, 9 AM-4:30 PM)		
SF NCOIC SIGNATURE: _____ DATE: _____		

INITIALS	LIFEGUARDS (Initial each item to signify your understanding)	SECTION 2
	<p>I understand functions of 100 or more people REQUIRE additional Lifeguard Service. All lifeguards must be present, have rescue equipment, and be identifiable on the beach at all times.</p> <ul style="list-style-type: none"> • 100-199 people: 1 lifeguard • 200-299 people: 2 lifeguards • 300-399 people: 3 lifeguards • 400-600 people: 4 lifeguards • 600-800 people: 5 lifeguards • 800-1,000 people: 6 lifeguards 	
	<p>I understand I am able to provide Lifeguard Service.</p> <ul style="list-style-type: none"> • Each lifeguard I provide is required to present a Photo ID and copies of their Lifeguard, First Aid and CPR certifications prior to the reservation of the PAVILIONS. • Lifeguards must check-in at Tower 2 prior to the start of the function to identify themselves. • Lifeguards MUST be present and watching the guests at all times. 	
	<p>I understand I may request Lifeguard Service by visiting or calling TURTLE COVE at (808) 259-4106 or (808) 259-4107. Additional fees apply, and a 4-hour minimum is required.</p> <p>I further understand payment is due upon reservation. Refunds are NOT issued for cancellations less than 5 days prior to the function.</p>	
OBTAIN SIGNATURE AT TURTLE COVE (BLDG. 220)		
TURTLE COVE STAFF SIGNATURE: _____ DATE: _____		

INITIALS	PORTABLE SANITATION / EXTERNAL COMMERCIAL SERVICES (Initial each item to signify your understanding)	SECTION 3
	<p>FUNCTIONS OF 200 OR MORE PEOPLE WILL BE CHARGED AN ADDITIONAL \$140 (MINIMUM) TO RENT A PORTABLE TOILET. Additional portable toilets are required per every 100 people. Payment is due upon reservation. REFUNDS ARE NOT ISSUED for cancellations LESS THAN 5 DAYS prior to the function. For more information, please visit or calling TURTLE COVE at (808) 259-4136/4137.</p>	
	<p>I have provided a list of any external commercial services my function will require (i.e., food vendors, entertainment services, equipment rental deliveries, etc.) *ALL SERVICES AND ANY ADDITIONAL SET-UP REQUIRE PRIOR APPROVAL*</p>	
OBTAIN SIGNATURE AT TURTLE COVE (BLDG. 220)		
TURTLE COVE STAFF SIGNATURE: _____ DATE: _____		

By signing below, I acknowledge responsibility for aforementioned policies. On behalf of myself and my sponsored guests, I further agree to exercise care to prevent damage or policy violations. Failure to comply with installation policies may result in eviction without refund, loss of Bellows AFS privileges (for up to one year), and/or debarment.

PRINTED NAME / SIGNATURE: _____ DATE: _____

STAFF INITIALS: _____