

# Pavilion Rental CHECKLIST

COVID-19 RESTRICTIONS IN EFFECT



DATE OF EVENT: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

**PAVILION** (75 MAX capacity per beach pavilion; 40 MAX for golf pavilion)

A  B  C  GOLF

**DECK** (75 MAX capacity)

AM  PM

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

- Completed checklist is REQUIRED in order to make a pavilion/deck reservation.
- ONE CHECKLIST IS REQUIRED PER FUNCTION.
- 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 NUMBER: \_\_\_\_\_ SECONDARY PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## SECONDARY POINT OF CONTACT

PRINT FULL NAME (FIRST/LAST): \_\_\_\_\_

NAME OF ORGANIZATION (IF APPLICABLE): \_\_\_\_\_

ADDRESS (CITY/STATE/ZIP): \_\_\_\_\_

PRIMARY PHONE NUMBER: \_\_\_\_\_ SECONDARY PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

INITIALS	GUEST SPONSORSHIP / PARKING PLAN Initial each item to signify your understanding.	SECTION 1
	<b>All non-DoD ID cardholders (age 16 and older) must be sponsored</b> onto the installation by an authorized DoD ID cardholder. For further information, please refer to the SECURITY FORCES section on our website at <a href="http://www.bellowsafs.com">www.bellowsafs.com</a> , contact the BASE DEFENSE OPERATIONS CENTER at (808) 259-4200 or (808) 448-4916, or email <a href="mailto:18fssdet2bellows.sf@us.af.mil">18fssdet2bellows.sf@us.af.mil</a> .	
	Guests without an approved government-issued credential or state driver's license compliant with the <b>Real ID Act of 2005</b> are REQUIRED to provide a second form of identification prior to being granted installation access.	
	<b>All guests are subject to criminal background checks</b> prior to accessing the installation. Guests with unfavorable information <b>WILL BE DENIED</b> access to the installation, regardless of sponsorship by authorized DoD ID cardholders.	
	Foreign National guests will <b>NOT</b> be allowed base entry until they have been properly vetted through SECURITY FORCES ( <b>minimum 60 days prior</b> ).	
	A <b>SPECIAL FUNCTION AGREEMENT</b> is required for <b>10 or more unauthorized guests</b> and is limited to <b>50 guests per valid authorized DoD ID cardholder</b> . The max capacity for the Deck and each Beach Pavilion is 75 guests. <ul style="list-style-type: none"><li>• Review the SPECIAL FUNCTION PROGRAM MEMORANDUM.</li><li>• Complete/submit the SPECIAL FUNCTION AGREEMENT form to SECURITY FORCES NLT 5 days prior to the event.</li><li>• Complete the GUEST SPONSORSHIP (Guest List) and email to <a href="mailto:18fssdet2bellows.sf@us.af.mil">18fssdet2bellows.sf@us.af.mil</a> NLT 5 days prior to the event.</li></ul>	

INITIALS	GUEST SPONSORSHIP / PARKING PLAN Initial each item to signify your understanding.	SECTION 1
	<p><b>*COMMAND APPROVAL IS REQUIRED FOR LARGER FUNCTIONS</b></p> <p>Functions exceeding 100 attendees <b>MUST</b> establish a PARKING PLAN <b>prior to reservation of the PAVILIONS</b>. Sponsor will provide parking attendant upon lane closure. For more information, contact Security Forces using a method listed above. Abbreviated guidelines are as follows:</p> <ul style="list-style-type: none"> <li>• <b>LESS THAN 100 ATTENDEES:</b> No parking plan is required.</li> <li>• <b>100-299 ATTENDEES:</b> 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 <b>NOT</b> authorized on the driving range without prior approval by the TURTLE COVE Staff.</li> <li>• <b>300 OR MORE ATTENDEES:</b> 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.</li> <li>• <b>RESTRICTIONS: NO PARKING AT RESERVATIONS (Bldg. 220) or MINI-GOLF area</b> for Special Function attendees.</li> </ul>	
<b>OBTAIN SIGNATURE AT SECURITY FORCES (MON – FRI, 9 AM – 4:30 PM)</b>		
SF NCOIC SIGNATURE: _____ DATE: _____		

INITIALS	LIFEGUARDS Initial each item to signify your understanding.	SECTION 2						
	<p>I understand that functions of 100 or more people <b>REQUIRE</b> additional Lifeguard Service. All lifeguards must be present, have rescue equipment, and be identifiable on the beach at all times.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• 100-199 people: 1 lifeguard</td> <td style="width: 33%;">• 300-399 people: 3 lifeguards</td> <td style="width: 33%;">• 600-800 people: 5 lifeguards</td> </tr> <tr> <td>• 200-299 people: 2 lifeguards</td> <td>• 400-600 people: 4 lifeguards</td> <td>• 800-1,000 people: 6 lifeguards</td> </tr> </table>	• 100-199 people: 1 lifeguard	• 300-399 people: 3 lifeguards	• 600-800 people: 5 lifeguards	• 200-299 people: 2 lifeguards	• 400-600 people: 4 lifeguards	• 800-1,000 people: 6 lifeguards	
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	<p>I understand I am able to provide Lifeguard Service.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Lifeguards must check-in at Tower 2 prior to the start of the function to identify themselves.</li> <li>• Lifeguards <b>MUST</b> be present and watching the guests at all times.</li> </ul>							
	<p>I understand I may request Lifeguard Service by visiting or calling TURTLE COVE at (808) 259-4135. Additional fees apply, and a 4-hour minimum is required. I further understand payment is due upon reservation. Refunds are <b>NOT</b> issued for cancellations <b>less than 5 days prior</b> to the function.</p>							
<b>OBTAIN SIGNATURE AT TURTLE COVE (BLDG. 220)</b>								
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 \$160 (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) 259-4135.</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>	
<b>OBTAIN SIGNATURE AT TURTLE COVE (BLDG. 220)</b>		
TURTLE COVE STAFF SIGNATURE: _____ DATE: _____		

**By signing below, I acknowledge responsibility for the 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: \_\_\_\_\_