

Bellows Air Force Station Special Function Agreement (2010)

Sponsor: _____ Military Affiliation: _____
 Contact Number & Email: _____ Location of Function: _____
 Number of Expected Guests: _____ Date/Time of Function: _____

AGREEMENT:

A guest list in alphabetical order (by last name) of **all non DoD card holders 16 and older** entering the installation must be emailed to det218fss.sf@hickam.af.mil **at least 5 duty days prior to the event.** If you have **10 or less guests you do not need to accomplish this or the excel spreadsheet.** **The sponsor is required to meet the individuals at the gate and get passes issued there.** Template can be found at following website: <http://bellowsafs.com/event-planning.asp> Faxed/Hand carried copies of the guest list will not be accepted.

Faxed copies of this form and ID card are not acceptable. All sponsors are required to report Bldg 515 (Base Defense Operations Center/Bellows AFS) **at least 5 duty days prior to the event** to provide valid military identification media and this form before passes are generated and emailed to sponsor. Sponsor will sign all special event passes prior to delivering the passes to their guests.

SPONSOR'S RESPONSIBILITY STATEMENT:

- I am responsible for the conduct and escorting of my guests while on Bellows AFS.
- I am responsible for ensuring my guests are aware of the base regulations and guidelines that pertain to base safety laws, security, and restricted/controlled areas while on Bellows AFS.
- I am responsible for ensuring my guests are aware of the provision that all vehicles on, entering, or departing Bellows AFS are subject to search by order of the installation commander and must be prepared to display proof of insurance, current registration, safety decals, and current driver's license.
- I am responsible for ensuring my guests are aware that all military and non-military violators can be cited for traffic violations, detained, and/or removed from the installation if infractions occur.
- I understand and will ensure that no more than 16 guest will be located at any cabin.
- I will remain on base with my guests between 2200 hours and 0800 hours.
- I will ensure my guests are aware that they are not allowed to sponsor or bring unauthorized personnel onto the installation.
- I will ensure my guests know that passes are non-transferable.
- I have read and understand the above responsibilities.
- **** The event sponsor must bring this form to Bldg 515/Base Defense Operations Center, so their military identification media can be verified.**

Sponsor's Signature: _____

Date: _____

*****FOR SECURITY FORCES USE ONLY*****	
PATROLMAN (Print/Signature):	DATE RECIEVED
FLIGHT CHIEF (Print/Signature):	SPONSORS ID EXPIRATION DATE