

Pavilion | Deck Rental Agreement



PAVILION RENTAL HOURS

Summer (Memorial Day-Labor Day): 8 am – 7 pm

Winter (September-May): 8 am – 6 pm

DECK RENTAL HOURS

MORNING: 8 am – 1 pm **AFTERNOON:** 2 pm – 7 pm

*See clerk for extended hours from 7 pm – 10 pm

DECK 150 (max capacity)

MINI-GOLF PAVILION 40 (max capacity)

BEACH PAVILION 200 (max capacity)

*Command approval is required for larger functions

\$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.

NO REFUNDS WITHIN 2 WEEKS OF RESERVATION *Date changes within the 2 week period allowed with a **Change Fee:** • Mini Golf \$20 • Deck (8 am - 10 pm) \$70 • Deck (8 am - 1 pm or 2 - 7 pm) or Pavilion \$35

GENERAL POLICIES

- All BBQ/grilling charcoal **MUST** be disposed of in designated coal pits. **DO NOT** place coals or ash into dumpsters, leach/septic mounds outside cabins, or in dunes. BBQs/grills are **NOT** permitted on the beach. Cabin BBQ grills **MUST** be kept at your unit.
- Firearms, archery bows, throwing knives/hatchets, air rifles/pistols, and any other illegal or dangerous weapons are **STRICTLY PROHIBITED**.
- **NO** cell phone use while driving. Speed limit 10 mph when passing pedestrians.
- **NO** swimming after dark. Lifeguards on duty daily.
- Nature trail, pavilions, picnic areas, and playground are closed after dark.
- **NO** landing and/or launching privately-owned motorized watercraft.
- **NO** glass containers and/or alcohol consumption on beach or nature trails.
- **NO** open fires, fireworks, portable fire pits, or metal detectors.
- **NO** drones or personal aircraft.
- Group gatherings **over 20 people REQUIRE** a facility rental.
- **NO** smoking/vaping in rental units. Smoking in designated areas only (50 ft away from any building.)
- **NO** digging, except at the beach shoreline, without review by Bellows Environmental Program.
- **NO** feeding or hunting feral animals.
- Authorized fishing areas are limited to the jetty (adjacent to Waimanalo Stream), between cabins 449B and 455B, and from cabin 455A up to the Distinguished Visitor fence. **The Distinguished Visitor area beyond the fence is OFF LIMITS. Occupants of beachside cabins between 315B to 449B are permitted to fish outside their cabins, provided they are on the rental agreement. All other areas, including the beach, are prohibited.**
- Recycle and use trash receptacles. Bellows AFS encourages all guests to recycle cans and bottles. Recycle bins are located around Bldg. 220 and throughout the property. **Dispose of coals in marked dispensers ONLY.**
- **SEE BELOW FOR PET POLICY**

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 AT ALL TIMES 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 guests for Pavilion/Deck rental and 40 guests for Mini Golf Pavilion rental.
	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 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, or the 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 BASE ACCESS section at www.bellowsafs.com , contact the BASE DEFENSE OPERATIONS CENTER (BDOC) at (808) 448-4916 or (808) 259-4200, 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. All non-DoD affiliated guests age 16 and over MUST have a valid government/state 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. Requests are accepted ONLY within a three (3) month to thirty (30) day window.

INITIALS	SPONSORING GUESTS CONT. Read and initial next to each item.
	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 vehicle registration • Rental Agreement (if applicable) • Current proof of insurance • Current vehicle safety inspection
INITIALS	GENERAL PAVILION/DECK 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 a 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 (including loss or damage to personal property). Claims for damage/loss of personal property may be filed at any Military Legal Assistance office.
	Dogs are permitted on the installation from sunrise to sunset in outdoor spaces unless staying in designated dog-friendly lodging and HAVE A SIGNED GUEST PET POLICY AGREEMENT. Dogs are NOT PERMITTED in any building or under any covered structure, including condos, pavilions, outdoor deck, Turtle Cove, and AAFES. Service Animals are allowed overnight with lawful inquiry. NOTE: Per the ADA, therapy/comfort animals are NOT CONSIDERED "service animals". 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. See Bellows Pet Policy at https://www.bellowsafs.com/pets .
	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. The TIKI BAR is NOT INCLUDED with the Deck Rental.
	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 freestanding 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. Balloons, water balloons, confetti, glitter, and silly string are NOT permitted.
	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. Commercial bouncers NOT authorized - bouncers MUST be rented through Bellows Outdoor Recreation.
	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 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.
	I understand my \$50 cleaning deposit will be forfeited and additional charges may be incurred if trash (including cigarette butts) are present, the outdoor cooking grill is not cleaned, and/or tables and chairs are re-arranged and not returned to their original configuration.
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: _____

Pavilion Rental Checklist



DATE OF EVENT: _____

NUMBER OF GUESTS: _____

PAVILION (200 MAX capacity per beach pavilion; 40 MAX for golf pavilion)

A B C GOLF

DECK (150 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.
- NO REFUNDS WITHIN 2 WEEKS OF RESERVATION. *Date changes within the 2 week period allowed with a Change Fee.**

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.
	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, or the 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 BASE ACCESS section at www.bellowsafs.com , contact the BASE DEFENSE OPERATIONS CENTER (BDOC) at (808) 448-4916 or (808) 259-4200, 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. All non-DoD affiliated guests age 16 and over MUST have a valid government/state 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. Requests are accepted ONLY within a three (3) month to thirty (30) day window .

INITIALS	GUEST SPONSORSHIP / PARKING PLAN CONT Initial each item to signify your understanding.	SECTION 1
	<p>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.</p> <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. 	
	<p>*COMMAND APPROVAL IS REQUIRED FOR LARGER FUNCTIONS</p> <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. 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 that I take full responsibility for the safety of my guests. I understand the requirement falls upon me to provide ocean and safety personnel to ensure my guests are safe for the duration of my 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 ADDITIONAL FEES 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* Commercial bouncers NOT authorized - bouncers MUST be rented through Bellows Outdoor Recreation.</p>	
OBTAIN SIGNATURE AT TURTLE COVE (BLDG. 220)		
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: _____

SPONSOR NAME: _____ GUEST NAME: _____ CABIN: _____

BELLOWS OUTDOOR RECREATION ASSUMPTION OF RISK/LIABILITY WAIVER FOR: OUTDOOR RECREATION EQUIPMENT RENTALS

I, (Print your name) _____ am aware and understand that participating in the Bellows AFS Outdoor Recreation equipment rentals program involves a potential risk of physical injury and I understand that the programs are physically and emotionally demanding and potentially dangerous or hazardous. I recognize that there is a significant element of risk in any adventure, sport, or activity associated with the outdoors, including but not limited to: sprains and strains, wind/sunburn, hypothermia, broken bones, chipped teeth, pulled muscles, cuts, bruises, loss or damage to personal property, insect/animal bites and stings, collision with objects, fatality or other injuries/symptoms caused by exposure to cold and/or inclement weather while participating in sports or traveling to and from the activity site. I recognize that all hazards and dangers associated with this activity cannot be foreseen. I have a personal responsibility to learn and follow the safety procedures established by the staff and behave in a reasonable and prudent manner. I will make the staff aware at any point in which I question my knowledge of these procedures or my ability to participate in the activity. Knowing the inherent risks, dangers and rigors involved in and/or any lessons including but not limited to those caused by the terrain, the weather, my athletic and physical condition, and other participants: I certify that I am medically able and have been properly trained to be fully capable of participating in the activity.

I agree and hereby state that I am solely responsible for my own physical and emotional well being. I am aware and understand that all of the program activities are strictly voluntary and it is my own choice to participate in each activity to whatever degree I deem appropriate, after due consideration of my own physical health, abilities, and medical condition.

Having read this waiver and knowing these facts, and in consideration of your accepting my entry, I for myself, and those entitled to act on my behalf, waive and release the Bellows Air Force Base, Det 2, 18th MSG, United States Air Force, the Department of Defense, or any other agency of the U.S. Government, their representatives, successors and assigns, from all claims or liabilities of any kind arising from my participation in this event.

I agree to exercise reasonable care to prevent damage, destruction, or loss of the below item(s). I agree that I have inspected all equipment prior to signing this contract, and I find this equipment to be in good condition and acceptable to me for its intended use. Fees and charges are due at the time of the rental. Additional charges may be added if any equipment is not returned or is damaged. I understand that refunds are NOT GIVEN for early returns.

***Mokulua Islands are off limits for all rentals. Boundaries are enforced for all rentals.**

PRINTED NAME OF PARTICIPANT/PARENT/GUARDIAN _____ SIGNATURE OF PARTICIPANT/PARENT/GUARDIAN _____

1 DAY _____ DATE OUT _____ DATE DUE _____

4 DAY _____ DATE OUT _____ DATE DUE _____

7 DAY _____ DATE OUT _____ DATE DUE _____

1 MAN _____ 2 MAN _____ SUP _____ HRS _____ FULL DAY _____