

Ceremony Site RENTAL AGREEMENT



SPONSOR'S FULL NAME: _____ PHONE #: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____ DATE & TIME OF FUNCTION: _____

\$50 - 100 cleaning deposit paid
 No refund within 2 weeks of reservations.
 Deposits **MUST** be claimed within 30 days after your function.

Change Fees:
 Move date within 2 weeks of reservations
 \$20 for Tradewind, Beachwalk, or Mokulua ceremony
 \$70 for Mokulua package

SELECT ONE
 CEREMONY SITE:
 (2 HRS INCLUDES SET UP
 AND BREAKDOWN)

- Beachwalk Site
- Tradewind Site
- Mokulua Site
- Mokulua Package

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 for the duration of the function 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 .								
	<p style="text-align: center;">My reservation allows a maximum occupancy of:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #333; color: white;">RENTAL LOCATION</th> <th style="background-color: #333; color: white;">MAXIMUM OCCUPANCY, CEREMONY</th> </tr> </thead> <tbody> <tr> <td>BEACHWALK</td> <td style="text-align: center;">20 guests</td> </tr> <tr> <td>MOKULUA</td> <td style="text-align: center;">75 guests</td> </tr> <tr> <td>TRADEWIND</td> <td style="text-align: center;">30 guests</td> </tr> </tbody> </table>	RENTAL LOCATION	MAXIMUM OCCUPANCY, CEREMONY	BEACHWALK	20 guests	MOKULUA	75 guests	TRADEWIND	30 guests
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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, 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 until they have been properly vetted through SECURITY FORCES (minimum 60 days prior).						
	Parking permits are NOT authorized credentials for base access.						
	All vehicles entering Bellows AFS must be ready to present the following items to the Sentry. All vehicles are subject to search. <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• Current driver's license</td> <td style="width: 33%;">• Current vehicle registration</td> <td style="width: 33%;">• Rental Agreement (if applicable)</td> </tr> <tr> <td>• Current proof of insurance</td> <td>• Current vehicle safety inspection</td> <td></td> </tr> </table>	• Current driver's license	• Current vehicle registration	• Rental Agreement (if applicable)	• Current proof of insurance	• Current vehicle safety inspection	
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INITIALS	GENERAL RULES AND POLICIES Read and initial next to each item.
	I have read and completed the PAVILION RENTAL CHECKLIST [ALL SECTIONS MUST BE SIGNED] for ceremonies. 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). Parking is NOT authorized on any grass areas at the Mokulua ceremony site.
	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 to personal property). Claims for damage/loss of personal property may be filed at a military Legal office.
	Pets are ONLY permitted during daylight hours from 7 am - 6 pm in outdoor spaces and authorized areas of the beach. Pets are NOT PERMITTED inside buildings and may not stay overnight. Service Animals are allowed overnight with lawful inquiry. NOTE: Therapy/comfort animals are NOT considered "service animals" per the ADA. 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 freestanding professional sign may be displayed for my event that does not cause any form of ground disturbance. Signs are prohibited from being secured, fastened, or taped to any utility pole, street sign, or tree. Balloons and non biodegradable materials are NOT permitted on the beach.
	Commercial or personal bouncers are 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. Alcohol is NOT permitted on the beach.
	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 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: _____