

Deposit Rec'd _____ Payment Rec'd _____ Logged _____ Deposit Returned _____ Completed _____



Sponsor Name & Rank: _____
 Contact Phone: _____
 Event Point of Contact (if different from Sponsor):
 Name: _____

Base & Unit: _____
 Email: _____
 Phone: _____
 Email: _____

Event Date: _____ **Event Time:** _____ **No. of Guests:** _____ **Type of Event:** _____

SPONSOR MUST BE PRESENT FOR THE ENTIRE PARTY INCLUDING SET-UP AND CLEAN-UP. Events with 300+ guests require Air Station Barbers Point command approval. *Sponsor's Initials:* _____

Event Venues Requested:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> PAVILION | <input type="checkbox"/> BASKETBALL COURT | <input type="checkbox"/> VOLLEYBALL COURT |
| <input type="checkbox"/> FIELD | <input type="checkbox"/> GAZEBO _____ & _____ | <input type="checkbox"/> FOOD TRUCK PARKING |
| <input type="checkbox"/> LANAI | <input type="checkbox"/> MAIN BAR | |
| <input type="checkbox"/> DECK | <input type="checkbox"/> WHOLE CLUB OR OTHER _____ | |

Do you require the following service:

- | | | |
|----------------------------|------------------------------|--|
| CIVILIAN GUEST LIST | <input type="checkbox"/> Yes | <input type="checkbox"/> No <u>Guest list is required FIVE days prior to event. MUST USE template.</u> |
| BAR SERVICE | <input type="checkbox"/> Yes | <input type="checkbox"/> No <u>All alcohol consumed must be sold and served by Hideaway Club</u> |
| FOOD SERVICE | <input type="checkbox"/> Yes | <input type="checkbox"/> No <u>Please let us know if you will potluck, cater, or grill on site.</u> |

IF CATERING IS PROVIDED OR FOOD IS PURCHASED FROM OFF PREMISES, A COPY OF THE RECEIPT OR INVOICE IS REQUIRED FOR MWR REPORTING PURPOSES.

VENUE RENTAL RATES: (INCLUDES SETUP AND BREAKDOWN TIME)

Venue	4-hour time slot	6-hour time slot	Full Day Rental (1000- 2200)	Capacity
Gazebo + Partial Field	\$100.00	\$150.00	\$400.00	25
Pavilion	\$300.00	\$500.00	\$1000.00	150
Pavilion + Partial Field	\$400.00	\$600.00	\$1200.00	300
Deck/Partial Lanai	\$100.00	\$150.00	\$400.00	25/50/75
Main Bar	\$200.00	\$300.00	\$600.00	100
Whole Club*	\$850.00	\$1000.00	\$1500.00	500
Bar Service Fee**	\$100.00	\$200.00	\$500.00	n/a

*Restrictions Apply ** May be waived in lieu of bar tab. Ask about Exclusive Club Buyout Rates. Shorter Rentals available for official command events.

Breakdown of charges:

Venue Fee \$ _____ + Bar/ Satellite Fee \$ _____ + Other Fee: \$ _____ Subtotal: \$ _____

Deposit: \$100 + Subtotal \$ _____ Total Cost: \$ _____

Deposit Paid / Date _____ / _____ Balance Due: \$ _____ Due 7 days prior to the event date

*A \$100 cleaning/damage deposit is required for all events. The deposit may be refunded upon satisfactory check out with Hideaway Staff following cleanup of the event by your party and must be claimed withing 48hrs or it will be forfeited. Deposits are non-refundable in the event of a cancellation within 7 days of the event. Full Rental Payment will be forfeited if cancellations is within 5 days of the event.

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Terms and Conditions:

ANY VIOLATION OF THE RULES CAN RESULT IN IMMEDIATE TERMINATION OF PARTY AND/OR LOSS OF FULL EVENT PAYMENT. SPONSOR MUST READ AND INITIAL ALL RULES

_____ **All alcoholic beverages must be sold & served by The Hideaway Club** (THC). Alcoholic beverages of any kind are not to be brought on premises. If found, they will be confiscated by THC personnel or base security and will not be returned. Party termination after an alcohol incident is at the discretion of THC personnel. Coolers are subject to inspection upon arrival and at any time during the rental.

Children must be supervised at all times. At no time may children be allowed to sit at the bar.

_____ The sponsor must remind all guests that this is a military installation, and that all rules and laws of the United States Code of Military Justice (UCMJ) always apply.

_____ **NO TAPING, STAPLING, OR NAILING.** Permanent hooks are in place on the pavilion in convenient locations for banners, streamers, etc. Painter's tape is allowed but must be completely removed at the end of the event. Violation of this and/or failure to remove items may result in the forfeiture of your cleaning deposit.

_____ Set up will be **no earlier than the event start time**, unless otherwise noted on this contract. Your rental time includes setup and breakdown time. A list of cleanup responsibilities is included and must be signed by the sponsor and a club employee at the end of the event. The pavilion will be returned in clean condition, or a complete loss of security deposit will result, no exceptions. You have 48 hours after the event date to claim your refund, after which the deposit will be forfeited.

_____ **Civilian guests must be listed on a guest roster** to be granted access to the base. This roster must be provided to THC management by email no later than **(5) business days** prior to the event. All guests will be required to show a valid picture ID. This includes vendors, caterers, or other service providers, not arriving, or departing with an eligible sponsor. All civilian guests must depart the base after the event unless the sponsor remains with them in the THC and assumes responsibility for his/her guests. Please use the Guest List Template which will be provided by THC. This list must be emailed to clubmgr.uscg@gmail.com and must be in an Excel format.

All guests will be required to show proper credentials to access the base. Acceptable forms of ID are Active Duty, Spouse & Dependents, Federal Civil Service employees, Military retirees, Civilian/ Contractor Common Access Cards (CAC), Veterans, Reserves, Federal Fire Dept, MSC, TWIC, VHIC and VA DD Form and 2765 card holders. Guests over the age of 18, who do not have base credentials will need to be placed on the guest roster. Please note that guests under the age of 18 do not need to be listed. Guests who arrive and are not on the guest roster must be sponsored and escorted on base by an eligible card holder.

_____ All vehicles entering the base must have registration, proof of insurance, safety inspection certificate, and are subject to search. Any vehicle not in compliance will not be allowed on base, no exceptions. To avoid damage to grass, basketball, court and irrigation system, vehicles are prohibited off of paved areas. Club personnel or base security may, on case-by-case circumstances, grant access to vehicles carrying party supplies for unloading/loading only. **Vehicles may not be driven over the basketball court at any time without prior approval.**

_____ Hold and Save Harmless. The sponsor agrees to indemnify, save harmless, and defend the US Coast Guard and the THC from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated on loss of or damage to the property of, and injuries to or death of any and all persons whatsoever, in any manner caused or contributed to by the sponsor, his or her agents, guests, or employees. The sponsor further agrees to indemnify and save harmless the US Coast Guard and the THC from and on account of damages of any kind which the US Coast Guard and the THC may suffer as the result of the acts of the sponsor's agents, guests, or employees.

_____ The US Coast Guard and the THC will not be responsible for any property belonging to the sponsor, his or her guests, caterers, or any other individual or organization involved in the event.

_____ At any time, these rules and regulations are subject to change based upon the needs of Air Station Barbers Point and/or the THC management.

_____ At the discretion of the Gate Guard on duty, large parties may be required to park in the grass area alongside the paved parking lot or outside the front gate and along the side of the road leading to the base gate. This decision shall not be contested under any circumstance.

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POST EVENT CLEANUP CHECKLIST

This checklist is to be completed by the sponsor and a Hideaway employee at **THE END OF THE EVENT.**

Please report to the bar when the cleanup is completed.

THC will conduct a walk through to determine if the deposit will be returned.

Event Date: _____ **Name of Sponsor:** _____

Sponsor / THC

1. _____ _____ All trash picked up from the pavilion and surrounding area, including the basketball court, volleyball court, and field.
2. _____ _____ Garbage produced by the event was removed and placed inside the large green dumpster behind the pavilion. This includes trash cans around the club if utilized by event patrons. All trashcans relined with new trash bags. (Bags NOT furnished by club). 60gal heavy duty trash bags are required to line the trash bins.
3. _____ _____ All furniture and sports equipment are returned to the proper places.
4. _____ _____ All items of the pavilion and club returned to original location and condition.
5. _____ _____ Copy of receipts for catering or food purchased off premises provided to club staff for MWR reporting purposes.

NOTES: _____

Sponsor Signature: _____ **Date:** _____

Employee Signature _____ **Date:** _____