

Beachside Pavilion Guidelines

1. **In the event that the installation would go into an elevated threat level reservations may need to be re-scheduled or cancelled.** Reservations that are canceled/re-scheduled by the facility manager will receive 100% refund.
2. **Reservations:**
 - a. All reservations will be considered tentative until a contract has been signed and returned, and payment has been made.
 - b. All reservations are on a first-come first-serve basis with command priority.
 - c. Rentals that occur within grill operating hours (0630 – 1500) are prohibited from bringing outside food/drink to the pavilion. Catering is permitted outside of these hours.
3. **Reservation requests:** Requests for reservations are accepted 60 days prior to event date. Requests for reservations outside of this time frame are not considered formally contracted until the listed time frame. Facility Reservation Form must be completed.
 - a. Your time frame requested includes your event set-up/break-down. See 4C.
 - b. Rentals are limited to a time limit to not exceed 8 hours at any time. See 5 for *long term options*.
4. **Fees:**
 - a. Pavilion reservations start at a base price of \$50, with an additional \$15 per hour. The base price covers 3 hours of reserved time, including set-up/break-down.
 - b. *Optional delivery fees for a weekday delivery/set-up/break-down start at \$50. Weekend delivery/set-up/break-down starts at \$100.
 - These fees may increase if delivery requires larger crew sizes.
 - Reservation setup is the requesting party's responsibility, unless requested by the renter.
 - c. Rentals that exceed the agreed upon amount of time are subject to a higher charge of \$30 per hour over the agreed upon time.
5. **Long Term/Overnight Situations:** Rental requests that require overnight or long term accommodations are accepted on a case by case basis. It is not permitted to host an event past quiet hours, starting at 11 PM. MWR is not responsible for any items left for an overnight rental. The following is a list of preferences for this accommodation:
 - a. Prior group camping reservation made through the campground office for the Beachside campsites.
 - b. In support of Command event/function.
6. **Command Functions:** Command functions have priority over general rentals. MWR supports commands in a variety of ways, including free rentals for their events, however we do not waive facility fees as that fee goes towards the staffing it takes to maintain the facility and general maintenance.
7. **Holiday/Special Hours:** Rental requests that occur on a holiday are accepted on a case by case basis, and are limited to a time limit to not exceed 8 hours at any time.

NAS Key West MWR Rentals

8. **Ceremony Package:** We do offer a ceremony package that includes flags, stage, podium, 5 chairs, and an 8ft table. Inquire about packages and rentals when submitting your facility reservation form.
9. **Amenities:** The pavilion is equipped with electrical, lights, and outdoor restrooms (located in the Truman Fitness Center). It is absolutely prohibited to charge vehicles using the electrical at Beachside Pavilion.
10. **Payment:** Full payment is required at a minimum of 14 days prior to requested function date. We will take payment from one function representative or the point of contact/coordinator for the requested event. American express, master card, visa, or personal check are accepted.
 - a. Payment can be made over the phone as long as all contracts and paperwork are signed and returned.
11. **Cancellations:** Fourteen days' notice is required to request a cancellation for a contracted reservation. After 14 days, there are no refunds.
12. **Decorations/Damage:** All decorations must be approved by the facility manager and are the responsibility of the host. Movement of any equipment is permitted as long as the moved equipment is returned back to standard setup. Damage to equipment, building, or any facility fixture which exceeds normal wear and tear, will be charged to the event sponsor at the rate equal to repair and replacement of damaged item or items. The use of tape, nails, staples, or other fasteners that leave permanent marks are strictly prohibited.
13. **Responsibilities:** The host/sponsor is responsible for the conduct of guests and for loss or liability incurred by any guest. The sponsor and guest will abide by socially accepted standards. The host/sponsor will observe and report to the facility manager for any damage or discrepancies otherwise not noted prior to reservation.