



*"The WCA serves the entire North Shore Community with meaningful educational and recreational programs. The WCA is a gathering place where children, teens, adults and seniors are encouraged to engage in meaningful social activities that stimulate and support individuals and community."*

## **SHORT TERM RENTAL AGREEMENT (PARTIES, CONCERTS, EVENTS)**

*Thank you for your interest in using our facilities. Please return completed form to WCA Office: 66-434 Kamehameha Hwy, Haleiwa, HI 96712. Our phone/fax is (808) 637-4606. Email: wca96712@hawaii.rr.com*

### **Section 1 – Applicant**

Name/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Best Contact Phone: \_\_\_\_\_ Alt Ph: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### **Section 2 – Use of Facilities**

Facility Requested: Gym \_\_\_\_\_ Cottage \_\_\_\_\_ Club Room \_\_\_\_\_ Lawn \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ AM /PM to \_\_\_\_\_ AM /PM

Have you used the WCA facilities in the past? \_\_\_\_\_

What is the purpose you are renting the facilities? \_\_\_\_\_

### **Section 3 – Security Deposit and Payment**

The applicant will pay \$300.00 security deposit payable via check or money order upon WCA's receipt of this form to secure the day(s) of rental. Failure to provide payment along with this form will nullify the agreement with WCA and the space will again become available to others. The balance of \$ \_\_\_\_\_ will be paid 10 days prior to rental date. If rental date is less than 10 days, balance is due in full at signing of this agreement. There will be a \$25.00 return check fee on any payment returned for non-sufficient funds.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

(Office USE: copy of SD)



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**Section 4 – Fees (Subject to change without warning)**

The term "Renter" used herein will in all cases mean the person or entity indicated by the signature on this contract. If the entity is not a partnership, joint venture, for profit or non-profit organization duly organized and registered with the Department of Commerce and Consumer Affairs, State of Hawaii, the term will also include the specific individual or individuals executing this agreement and in such cases no attempted limited endorsement will be effective.

**Fees for Parties and Events (Gym Rental)**

The fee for the use of the gym for a party or event will be \$819.00. The breakdown is as follows:

- \$300.00 Security Deposit due at the time of signing the contract. Balance due (2) weeks before the event.
- \$30.00 hr plus \$19.00 HPD administration fee to hire an HPD Officer for no less than 5 hrs. during the event.
- \$300.00 Fee for rental of the Gym.
- \$50.00 early setup fee (not before 5pm. on the day before the event)

**Fees for Concerts (Gym Rental)**

The fee for use of the gym for a concert will be \$1,130.00. Breakdown is as follows:

- \$300.00 Security Deposit due at the time of signing the contract. Balance due (2) weeks before the event.
- \$100 hr plus \$30.00 HPD administration fee to hire 2 HPD Officers for no less than 5 hrs. during the event.
- \$300.00 Fee for rental of the Gym.

**Fees for Cottages**

Cottages are rented only for classes and meetings at a rate of \$30 hr. with a minimum of 2 hours.

**Section 5 – Terms and Conditions**

In this section are laid out all terms and conditions for use of the WCA facilities. There will be no exceptions to these rules and the rules will be strictly enforced. Failure to follow the rules as laid out, will result in forfeiture of the entire deposit.

Time available for use: the time allowed to use the gym on the reserved date by the "Renter" will be from 6:00am to 10:00pm. Clean up must be completed by 11:00pm that same evening, and all persons must be off the premises by 11:00pm.

\_\_\_\_\_  
Signatures of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



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**Section 5 Continued – Terms and Conditions**

Charges for non-compliance of contract requirements, will be deducted from the deposit. In the event it is determined by the WCA Office Manager and Trustees that there have been flagrant violations of the terms and conditions, the entire deposit may be forfeited.

Failure to cleanup facilities: gym floor, kitchen and bathrooms	\$100.00
Rubbish not picked up, bagged, and placed in the dumpster	\$50.00
Removal of all rubbish must be done the same night as event	
Staples and tape not removed from the walls	\$50.00
Gym lights and fans not turned off, building doors not locked and secured	\$50.00

All reservations and agreements are made and subject to the rules and regulations of the Waiialua Community Association and the following conditions of the Terms of this contract(initial next to each statement):

- \_\_\_1. Absolutely no Alcoholic Beverages allowed. Use of alcoholic beverages will result in forfeiture of entire deposit
- \_\_\_2. No nails may be driven into the walls or floor of the building. Any staples or tape used in putting up decorations must be removed at the end of the event. This includes walls, floor, stage, etc. Tables and chairs brought in from the outside must have rubber or plastic footings.
- \_\_\_3. Premised and grounds must be cleaned after use, including kitchen, bathrooms, and gym floor. Rubbish must be hauled away that night and deposited in the garbage platform located at the exit of the WCA(light green). All gym doors will be secured. The front entrance locked and the gym lights and fans turned off. Failure to comply with the above rules will result in the forfeiture of the entire deposit.
- \_\_\_4. Renter will provide their own hand tools, trash bags, and kitchen utensils. Renter understands that mops, brooms, rakes, dust pans, and dust mops are provided but are the property of the WCA. If any of these items are stolen or lost, Renter agrees to replace these items. Gym floor mats are to be left in place during the event.
- \_\_\_5. All applicable Federal, State, and Local taxes related to this contract must be paid for by the Renter.
- \_\_\_6. Maximum occupancy of the gym is 299 people.
- \_\_\_7. Attachment A Rule of Conduct

**Cancellation of Contract**

If this contract is cancelled by the Renter, it will be in written notice from the person who signed the contract. Notice of cancellation will be received at the office of the WCA no later than (3) weeks prior to the scheduled date of the event. If the Renter cancels the event as described in this contract, the deposit will be refunded less \$50.00 administrative costs. Failure to submit notice as specified will result in forfeiture of the entire deposit.

\_\_\_\_\_  
Signatures of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



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**Section 5 Continued – Terms and Conditions**

**Responsibility and Liability**

Renter will assume full responsibility/liability for any injury to any and all persons whether they are their agents, employees, guests at the event, or public in general arising out of the use, occupancy of the WCA that is caused by the Renter, his/her agents, employees, guests, licensees, or invitees. The Renter will indemnify, defend, hold and save the WCA harmless from and against any loss.

\_\_\_\_\_  
Signatures of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

(Office USE: copy of final pymt)

**For WCA Office Use Only**

Deposit Rec'd on (date): \_\_\_\_\_ Receipt#: \_\_\_\_\_

Balance Owed: \$ \_\_\_\_\_ Balance Paid Date: \_\_\_\_\_ Receipt#: \_\_\_\_\_

Facilities Clean: \_\_\_\_\_ Any damages: \_\_\_\_\_

Deposit Rtn Date: \_\_\_\_\_, 20 \_\_\_\_\_

Final Approval by (Exec Comm.): \_\_\_\_\_ Date: \_\_\_\_\_