



"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."

2022

USE OF WCA COMMERCIAL KITCHEN

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

READ ALL CONDITIONS AND REQUIREMENTS

Section 1 – Applicant

Organization/Name: _____
 Contact Name: _____ Email: _____
 Best Contact Phone: _____ Alt Ph: _____
 Mailing Address: _____
 City/State/Zip: _____

Section 2 – Use of Facilities

Facility Requested: KITCHEN

Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Check Day(s)							
Time							

Have you used the WCA facilities in the past? _____
 What is the purpose for your use?: _____

Section 3 – Payment and Conditions (Payments are due monthly)

Kitchen Use	_____ Temporary BOH Event Permit	\$150/Mo + GE Tax = \$157.07
	_____ Yearly BOH Permit	\$300/Mo + GE Tax = \$314.14

Additional fees for water and gas may be assessed if use proves excessive.
 There will be a \$30.00 return check fee on any payment returned for non-sufficient funds.

 Signature of Authorized Person _____
 Date

 Print Name

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.



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If use is to be a regular use (not a one time use), fees will be charged on a monthly basis. Payments will be due the first of each month until the WCA is notified in writing that the support kitchen will no longer be needed. A deposit equal to one month’s rent may be assessed upon signing of this agreement. This is in addition to the monthly rent. Non payment of monthly rent will result in notification to the Board of Health that you no longer have support kitchen use at the WCA.

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.

Time available for use: The time allowed to use the facilities on the reserved date by the “Renter” will be as agreed. Clean up must be completed within the time reserved.

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

- ___ 1. **Absolutely no Alcoholic Beverages allowed.**
- ___ 2. Facilities will be cleaned in accordance with Board of Health regulations.
- ___ 3. No food items are allowed to be stored in the WCA refrigerator or facility.
- ___ 4. All users of the WCA Commercial Kitchen must have a Food Establishment Permit and Applicable Insurance(s) naming the WCA as Additional Insured. (Provide copies to WCA)
- ___ 5. Use of the Kitchen must not interfere with groups regularly using the facility for which the use of the kitchen is part of their agreement.
- ___ 6. Kitchen must be cleaned after each use by Board of Health standards, door(s) locked when leaving, key returned to lock box, and gas turned off as instructed. A fee of \$50.00 may be charged for any of these occurrences.
- ___ 7. Prior to using the gas stove, user must be trained in its use by WCA maintenance personnel.
- ___ 8. User must sign the “Approved Food Establishment Agreement”.
- ___ 9. User must adhere to all State and Federal regulations regarding Food

Establishments. Responsibility and Liability

Renter will assume full responsibility/liability for any injury to any and all persons whether they are their agents, employees, guests, 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

Board Approval For Commercial Kitchen Use:
 (Agreement is not in force until Board Approval is given)

For WCA Office Use Only			
Amount of 1 st Month Rent Received:		Date:	Receipt #
Final Approval by Exec. Comm.		Date:	

Attach copies of Food Establishment Permit and Insurance

Revised on 05/01/2017