



"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 for PARTIES, CONCERTS, EVENTS

Thank you for your interest in using our facilities. Please return completed form to WCA Office: 66-434 Kamehameha Hwy., Haleiwa, Hawaii 96712. Phone: 808-637-4606 E-mail: wca96712@hawaii.rr.com

Section 1 - Applicant

Name/Organization: _____

Contact Name: _____ Email: _____

Best Contact Phone: _____ Alt. Phone: _____

Mailing Address: _____ City/State/Zip: _____

Section 2 - Use of Facilities

Facility Requested: Gym _____ Cottage _____ Club Room _____ Lawn _____

Date(s) Requested: _____

Time Requested: _____ AM /PM to _____ AM /PM

Have you used the WCA facilities in the past? _____

For what purpose are you renting the facilities? _____

Use of Cottage, Club Room and/or Lawn for party/event will be based on current rates and availability.
See office manager for details.

Section 3 - Security Deposit and Payment

The current fee for the use of the gym for a party/event is **\$650.00** broken down as follows:

\$300.00 Security Deposit due at the time of signing the contract.

\$350.00 Fee for rental of the Gym due no later than 10 days before party/event

The applicant will pay \$300.00 security deposit payable via check or money order with this form to secure the day(s) of rental. The balance of \$350.00 will be paid no later than 10 days prior to rental date. Failure to provide final payment in a timely manner will nullify the agreement with WCA and the space will again become available to others. If rental date is less than 10 days, balance is due in full at signing of this agreement. There will be a \$30.00 return check fee on any payment returned for non-sufficient funds.



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Section 4 - Renter

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.

Section 5 - Terms and Conditions

In this section are laid out the terms and conditions for use of the WCA facilities.

Exceptions: 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 2:30pm to 4:00 PM to set-up and from 4:00 PM to 10:00 PM for the event. Clean up must be completed by 11:00 PM that same evening, and all persons must be off the premises by 11:15 PM. Hours different from this must be approved by the WCA. **The Renter is fully responsible to acquire the services of an off-duty HPD officer to be present at WCA during the event/ party. For concerts, 2 off-duty HPD officers are required.**

Facility Clean-up: Sweep and mop Gym floor, clean kitchen (if used), clean bathrooms, pick up all rubbish resulting from event (including exterior areas) and haul trash away from site after event is finished. **Do not use the WCA trash bin.** Close all lights, turn off fans and close all jalousies (lower half) and doors.

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 without Event Insurance** that includes alcohol consumption. Use of alcoholic beverages without this insurance 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. Premises and grounds must be cleaned after use, including kitchen, bathrooms, and gym floor. Rubbish must be hauled away that night. 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.



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____ 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. The use of the WCA tables and chairs is a courtesy only. Care shall be taken so as not to damage them. We do not guarantee sufficient tables and chairs for the renter’s particular event. Renter will provide additional tables and chairs to meet the needs of the event.

CHARGES FOR NON-COMPLIANCE:

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. A flagrant violation would include the use of alcohol on any portion of the WCA property without an Event Insurance in place.

- Failure to clean facilities (gym floor, kitchen and bathrooms):\$ 100.00
- Rubbish not picked up, bagged and hauled away that night of the event:\$ 100.00
- Staples and tape not removed from the walls:\$ 50.00
- Gym lights and fans not turned off, louvers and doors not closed:\$ 50.00
- Any indication of alcohol use without Event Insurance:.....Loss of Deposit

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.

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.



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Will alcohol be served: Yes _____ No _____

If yes, please provide copy of Event Insurance prior to event day. No alcohol consumption on the premises will be allowed without this insurance in place.

SIGNATURE:

I have read, understand and agree to all terms of this contract:

Signature of Authorized Person: _____

Print Name : _____

Date: _____

For WCA Office Use Only

Deposit Rec'd on (date): _____ Receipt No. _____

Balance Owed: \$ _____

Balance Rec'd on (date): _____ Receipt No. _____

Facilities Clean: _____

Non-Compliances (if any): _____

Deposit Return Amount: \$ _____ Deposit Return Date: _____

Ck. No. _____

Final Approval by (Exec Comm.): _____

Date: _____
