

WAIALUA COMMUNITY ASSOCIATION

FACILITY USE & RENTAL APPLICATION

Hourly Use • Meetings • Parties • Concerts • Events
66-434 Kamehameha Hwy, Haleiwa, HI 96712 | (808) 637-4606 | wca66434@gmail.com

SECTION 1 — APPLICANT INFORMATION

Organization / Name (leave blank if individual):

Contact Name:

Email Address:

Best Contact Phone:

Alt. Phone:

Mailing Address:

City / State / ZIP:

Have you used WCA facilities before? Yes No

SECTION 2 — EVENT / USE DETAILS

TYPE OF USE (check one):

Hourly Use / Meeting

Party / Celebration

Concert / Performance

Community Event

Other:

HOURLY USE — Maximum 4 hours total including setup & cleanup.

PARTY / EVENT — Maximum 8 hours total including setup & cleanup. Event must conclude by 9:30 PM.

Cleanup may continue after 9:30 PM. All persons off premises by 11:00 PM.

Name / Description of Event:

Purpose / Additional Details:

Date Requested:

Estimated No. of Attendees:

Start Time:

End Time:

Total Hours:

(Include setup/cleanup)

FACILITY / SPACE(S) REQUESTED (check all that apply):

Gym

Atherton Room

Cottage #2

Lawn

Kitchen (one-time use)

Parking Lot — Car Wash (\$150 flat)

GAS RANGE & ALCOHOL DECLARATIONS (Complete if applicable)

Will Gas Range be used? Yes

No

If yes — Name of person(s) for stove training:

Will alcohol be served? Yes

No

If yes — Must have Event Insurance with alcohol. To be provided no later than 2 weeks before event.

SECTION 3 — FEE SCHEDULE (Subject to change without notice)

Payment: Checks, Money Orders, QR Code, or PayPal — No Cash.
QR Code and PayPal payments require advance date confirmation with the WCA office. Note date and purpose on all payments. \$35.00 fee applies to any returned check.

Facility / Space	Rate	Notes
HOURLY USE - Max 4 hours including setup/cleanup; additional time billed at hourly rate for the space up to 1 hour additional.		
Gym	\$75.00 / hour	Max 4 hrs
Atherton	\$35.00 / hour	Max 4 hrs
Kitchen — one-time use	\$25.00 / hour	Max 4 hrs; stove training required
Lawn	\$75.00 / hour	Max 4 hrs
Cottage #2	\$35.00 / hour	Max 4 hrs
Parking Lot — Car Washes	\$150.00 flat	7:00 AM – 3:00 PM
PARTY / EVENT - Max 8 hours including setup/cleanup; Event ends 9:30 PM. Additional time at hourly rate		
Gym Only	\$500.00 flat	8-hr max
Lawn Only	\$500.00 flat	8-hr max
Gym + Lawn Combined	\$1,000.00 flat	8-hr max
SECURITY DEPOSIT — Required for ALL Parties/Events		
Security Deposit (refundable)	\$300.00	Due at signing; returned if all terms met
Additional event time — all spaces	\$75.00 / hour	Requires advance approval

NOTE: The \$300 security deposit is due at signing and secures your date. Effective 8/1/2026, we will hold your date, as a courtesy only, for two weeks after which time that date will be made available again. Balance (use fee) is due no later than 15 days before the event. If rental date is within 10 days of signing, full payment is due at signing. The deposit will be forfeited in whole or in part if facilities are not left clean, damage occurs, or any terms are violated.

QR Code
Payment
Portal



SECTION 4 — EVENT INSURANCE & DISCLOSURES

■ **EVENT INSURANCE is REQUIRED, naming WCA as additional insured, for:**

- **ALL Parties, Concerts, and Events — with or without alcohol**
- **ANY use (including hourly) where alcoholic beverages will be served must include alcohol in the insurance.**

Online Insurance resources (not endorsements): eventsured.com | theeventhelper.com | hawaiian.insuregeico.com/eventinsurance or you can use your own insurance company.

Will attendees be charged a fee to enter? Yes No If yes, how much: _____

Will this event generate commercial or personal income for the Renter? Yes No

Will alcoholic beverages be served? (Event Insurance is required regardless of use type if yes.)

Check to confirm you understand and agree.

Event Insurance will be obtained and proof submitted no later than two weeks before event.

To be filled by WCA staff

Insurance Provider / Policy #:

Policy Expiration:

PART A — APPLIES TO ALL RENTERS (Hourly, Meeting, Party, Concert, Event)

HOURLY USE:

Total time including setup and cleanup is limited to 4 hours. Additional time billed at the hourly rate for the space reserved, subject to availability and advanced approval.

PARTY /EVENT:

Total time including setup and cleanup is limited to 8 hours. Event must conclude by 9:30 PM. Cleanup may continue after 9:30 PM. All persons off premises by 11:00 PM. Additional time billed at \$75/hr for the space reserved, subject to advance approval. All amplified sound must stop by 9:30 PM. All persons must be off premises by 11:00 PM.

Event Insurance naming WCA as an additional insured is required for ALL parties/events and for ANY use involving alcohol. Insurance must include alcohol coverage if alcohol will be served. Proof must be on file two weeks before the event.

No glass beer bottles or glass drinking ware permitted on premises at any time.

Maximum occupancy of the Gymnasium is 299 persons at any time.

Lawn users must take care not to damage lawn or plants.

Kitchen must be left clean after use. Nothing may be left in the refrigerator. A \$30.00 cleaning fee applies if the kitchen is not cleaned. Stove use requires prior orientation with WCA maintenance staff — NOT on the day of event.

Renter is fully responsible for all damage caused by Renter, guests, agents, or invitees. Cost of repair or replacement for the full financial amount.

All applicable Federal, State, and Local taxes related to this agreement are the responsibility of the Renter.

The WCA premises may not be used for commercial enterprises without prior written approval from the Executive Committee

WCA tables and chairs are a courtesy only and not guaranteed to be sufficient. No WCA tables or chairs may be used outside of the building.

PART B — APPLIES TO PARTIES, CONCERTS & EVENTS ONLY

Failure to comply with any Part B term may result in partial or full forfeiture of the \$300 security deposit and/or ban from future use

SECURITY DEPOSIT: The \$300.00 security deposit is due at signing and secures the reserved date. It is refundable if all terms are met and facilities are left clean. Partial or full forfeiture applies per the non-compliance Charge Schedule below.

You must check all boxes certifying that you have read, understand and agree to these terms.

OFF-DUTY HPD OFFICER - Renter is fully responsible for arranging and paying for a minimum of one (1) off-duty Honolulu Police Department Officer to be present at the WCA during the entire event. Two may be required by HPD depending on size of event and for concerts. No proof of presence will result in forfeiture of the entire deposit. See honolulu.hpd.org/police-services/hire-a-special-duty-officer. A certified Guard service may be used in lieu of police officer(s).

DECORATIONS : No nails, staples, screws, or tacks may be used on walls, floors, stage, or ceilings . All tape used to hang decorations must be fully removed by end of event . Tables and chairs brought in from outside must have rubber or plastic foot protectors. No glass cups or bottles.

ALCOHOL: Consumption of alcoholic beverages is permitted **ONLY** if Event Insurance including alcohol coverage is in place and proof is on file with WCA before the event . Alcohol use without insurance will result in immediate forfeiture of the entire deposit and may result in ban from future use.

OPEN FIRES & FIREWORKS: Absolutely no open fires or fireworks are permitted anywhere on WCA property. Any illegal activity including the use of fireworks will result in forfeiture of the entire deposit and may result in ban from future use.

GAS RANGE : If the gas range will be used , Renter must designate an authorized person who will be trained by WCA maintenance staff during the week before the event (NOT on the day of the event). Use of the gas range by an untrained, unauthorized person will result in forfeiture of the entire deposit.

RESTRICTED AREAS : Guests must be kept out of the North Shore Chamber of Commerce (NSCC) property , , outdoor stage area and all other restricted areas. No children on stage. Maintain a minimum 25-foot clearance from the propane tank. No smoking or open flames near the propane tank.

CLEAN -UP: Renter must fully clean the gym floor (sweep and mop), kitchen (if used), and bathrooms after the event . All rubbish — including exterior areas and parking — must be bagged and completely removed from premises that night. WCA trash bins may not be used. Do not leave any food in the refrigerator.

FACILITY LOCK-UP: All doors must be locked and keys returned to the lock box upon departure . All lights, fans, and speakers turned off. All lower jalousies closed. All decorations removed.

TABLES & CHAIRS: WCA tables and chairs are to be wiped clean and returned exactly as found. A reference photo is posted at the door. No WCA tables or chairs may be used outside.

GUEST RESPONSIBILITY : Renter is fully responsible for the conduct of all guests, agents, and invitees while on WCA property for the duration of the event.

MAXIMUM OCCUPANCY : Maximum capacity of the Gymnasium is 299 persons . Renter is responsible for monitoring and enforcing this limit at all times during the event.

PART C — NON-COMPLIANCE CHARGE SCHEDULE (Parties / Events only)

These amounts will be deducted from the \$300 security deposit. Flagrant violations may result in forfeiture of the entire deposit and ban from future use.

Failure to clean facilities (gym floor, kitchen, bathrooms)	\$100.00
Rubbish not picked up inside and outside, bagged, and hauled away	\$50.00
Tape not removed from walls, or staples / nails used on any surface	\$50.00
Gym lights / fans not turned off; louvers and doors not locked	\$50.00
Tables and chairs not returned as found	\$50.00
Alcohol use without Event Insurance including alcohol coverage	FULL DEPOSIT
No police officer on site as required	FULL DEPOSIT
Any illegal activity including use of fireworks	FULL DEPOSIT
Gas range used by untrained / unauthorized person	FULL DEPOSIT
Breakage or damage to WCA property	To be determined

PART D — CANCELLATION POLICY (Parties / Events only)

Cancellation must be submitted in writing (signed by the contracting party) to the WCA office.

- Notice received 30 days before the event: deposit refunded less \$50.00 administrative fee.
- Notice received less than 30 days before the event: entire deposit is forfeited.

WCA may cancel any reservation due to facility emergency, safety concerns, or rule violations without liability beyond return of deposit.

A deposit must be received before the date is confirmed. As a courtesy we can hold a date for a maximum of two weeks without a deposit after which time the date can be given to another renter who submits a deposit.

SECTION 6 — RESPONSIBILITY & LIABILITY

Renter assumes full responsibility and liability for any injury to persons — agents, employees, guests, licensees, or the general public — arising from the use or occupancy of WCA facilities. The Renter shall indemnify, defend, hold, and save the WCA harmless from and against any and all loss, claims, or damages.

"Renter" means the individual signing this agreement and, where applicable, the organization they represent. If the organization is not a duly registered entity with the Hawaii Department of Commerce and Consumer Affairs (DCCA), the individual signer is personally liable. No limited endorsement will be effective.

I have read, understand, and agree to all terms of this agreement.

(Use of a typed or electronically submitted signature constitutes a legal signature equivalent to a manual signature.)

Signature of Authorized Person:

Date:

Print Name:

Title / Role (Ex. Renter, Org Officer):

Return completed form to: WCA Office, 66-434 Kamehameha Hwy., Haleiwa, HI 96712
Email: wca66434@gmail.com | Checks / Money Orders payable to: Waialua Community Association | No Cash
You can pay by scanning QR code, mail, email or drop off check or money order after date is confirmed by WCA office.

FOR WCA OFFICE USE ONLY — DO NOT WRITE BELOW THIS LINE

Rental — Full Amount \$	Dep. Rec'd Receipt #:	Bal. Due:	Receipt #
Insurance on File: Yes NO	Provider:	Expiration:	With Alcohol:
Date Confirmed: Yes NO	Phone:	Email:	Confirmed by:
HPD Confirmed: Yes NO	Badge # (s):	Officer Name(:s)	
Gas Range Trained:Yes NO	Name:	Trained By:	
Facilities Clean?: Yes NO	Damages Noted: None		
Deposit Returned?: Yes NO	Amount \$	Return Date:	Ck. No.:
Final Approval — Exec. Committee	Signature:	Date:	