



*"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."*

### 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?: Food Preparation

#### Section 3 – Payment and Conditions (Fees are to be paid **monthly** until written notice is given to the WCA that the support kitchen is no longer needed)

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

\*Temporary Permit means those who utilize the BOH Special Event Food Establishment Permit. For Temporary permit users, the monthly fee is due on the 1st for each month scheduled on the Special Event Food Establishment Form. Time slots can not be reserved unless a monthly fee is paid each month to hold it. Check with office to reserve time for each month of use.

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

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

**Non Payment will result in removal from our Kitchen User List. There will be a \$30.00 return check fee on any payment returned for non-sufficient funds.**

#### 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 the facility will be used. A deposit equal to one month’s rent may be assessed upon signing of this agreement. This is in addition to the monthly rent.

Fees may be increased without warning. Additional fees for water and gas may be assessed if use proves excessive.

### **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. A fee of \$50.00 will be charged for each occurrence that the Kitchen is not cleaned.
- 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

**ALL Kitchen Users are to use their own utensils, pots/pans, cleaning supplies, testing strips, lighter etc. DO NOT USE ANYTHING MARKED WCA.**

### **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.

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

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

\_\_\_\_\_  
Date

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

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

**Attach copies of Food Establishment Permit and Insurance**

*Revised on 12/01/2022*