



# AMERICAN VETERANS HAWAII

AMVETS WEST OAHU VETERANS CENTER

5001 IROQUOIS AVE, WEST LOCH ANNEX (JBPHH)

EWA BEACH, HAWAII 96706, PHONE: 808-888-0410

WEBSITE: [HTTPS://AMVETS-HAWAII.ORG](https://amvets-hawaii.org)

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## FACILITIES RESERVATION AND RENTAL FORM

### INFORMATION AND EVENT RATES FOR AMVETS-WOVC

#### **Main Hall (Bldg. 612):**

This large room holds up to 274 persons without tables and chairs and 125 with tables and chairs. It includes chairs, rectangular tables (6' X 2.5'), televisions, audio system with 6 wireless microphones, handheld microphones (CD, radio, ipod), podium, stage, large screen TV for presentations, WiFi and A/C, Kitchenette

#### **Gazebo (Bldg. 612A):**

Holds up to 45 persons. It includes chairs, regular rectangular tables (6' X 2.5'), WiFi, TV and Refers.

#### **Softball Field(s):**

Bases, mound, foul lines and batter's box are included in rental fee. Available for outdoor Softball games, swap-meets, craft fairs and recreational activities during hours of operations.

#### **Tennis/Basket Ball Court:**

Available for outdoor recreational activities such as: Tennis, Pickleball and Basketball games, during hours of operations.

#### **AMVETS-WOVC DAILY OPERATION HOURS: 0600 to 2400**

Depending on the time of event- parties setup starts at 0600 parties must end by 10:00PM and everything must be cleaned and cleared by 12:00 midnight. **AMVETS Staff will let you know when you will be able to start setting up.**

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\*\*The capacity count of our halls is by fire code, which is determined by using a calculation based off of the floor square footage of the space. The amount of individuals that can fit inside the space with tables and chairs is dependent on your set up.

**Deposit is needed to reserve the date.** It must be paid in full before the date can be reserved. This does not count towards the rental fees. Deposit will not be refunded if party is cancelled within 10 days of the event.

- Main Hall (Bldg. 612) \$250.00 deposit required
- Gazebo (Bldg. 612A) \$100.00 deposit required
- Softball Field(s): N/A
- Tennis Court: N/A

**Party Monitor Fee-** The Party Monitor's duties includes ensuring the bathrooms are stocked, the party runs smoothly, and that everything is in accordance with safety and building guidelines. The Party Monitor is mandatory and included in the party rental cost.

**\*\*Rental Fees for 6-hours use of facilities (\$50 each additional hour):** prices vary based on affiliations, must be paid in full the day prior to event.

**AMVETS Members:**

- \_\_\_ Main Hall (Bldg. 612): \$400
- \_\_\_ Gazebo (Bldg. 612A): \$150
- \_\_\_ Softball Field: \$400
- \_\_\_ Tennis Court: \$250
- \_\_\_ Fundraiser Events: 10% donation of funds raised

**All Veterans/Retirees/Active Military:**

- Main Hall (Bldg. 612): \$500
- Gazebo (Bldg. 612A): \$200
- Softball Field: \$500
- Tennis Court: \$300
- \_\_\_ Fundraiser Events: 10% donation of funds raised

**Non-Members/All Non-Veterans/Non-Military:**

- \_\_\_ Main Hall (Bldg. 612): \$600
- \_\_\_ Gazebo (Bldg. 612A): \$250
- \_\_\_ Softball Field: N/A
- \_\_\_ Tennis Court: N/A
- \_\_\_ Fundraiser Events: \$500 or 10% donation of funds raised

**Additional Rentals:**

- \_\_\_ Karaoke Machine: \$50.00
- \_\_\_ Shave Ice Machine: \$50.00
- \_\_\_ Popcorn Machine: \$30

## AMVETS WEST OAHU VETERANS CENTER PARTY RENTAL FORM

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Name: \_\_\_\_\_ Sponsor (if member): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

**I verify that all of the information above is correct.** I understand that I must pay the deposit up-front to reserve the date, pay the rental fees for the room(s) and additional rentals if applicable at least 30 days prior to the event.

Signature of Renter: \_\_\_\_\_

### TERMS AND CONDITIONS

The mission of the AMVETS West Oahu Veterans Center (WOVC) is to provide a facility for veterans and veterans' organizations to foster unity and camaraderie among veterans; to host veterans' programs sponsored by the AMVETS Hawaii Service Foundation Corp, Department and Posts; to provide meeting space for veterans' organizations when appropriate; and to support other community activities as approved by the AMVETS Hawaii Board of Directors.

In order to allow us to continue serving our veterans and the community, we ask that you help us keep our facilities clean, safe, and in good condition for further use. All events held at the AMVETS WOVC are representative of the AMVETS so please keep in mind that everything you do at your event reflects on its image. Help us maintain a respectful and safe environment during your event so that we may continue to serve you in the future.

Below is a list of terms and conditions for renting out our facilities. Please read each statement fully and initial next to each statement. All statements must be initialed in order to rent our facilities, so if there are any questions or concerns please notify a member of the staff before the paperwork is processed.

\_\_\_ I understand that a \$250.00 deposit for a large room, or a \$100.00 deposit for the small room (no tax) is required to reserve the date and time of my event. I understand that this deposit does not apply to the party rental fees and will not be refunded if party is canceled with 30 days of the event.

\_\_\_ I understand that all fees for rentals must be paid in full the day prior to the event. If not, then I will forfeit my deposit and the event will be subject to cancellation.

\_\_\_ I understand that a Party Monitor is mandatory for our event and is non-negotiable.

I understand that the scheduled event must take place as described on the contract, only during the date and time scheduled (no earlier and no later), and in the space indicated. Changes will be subject to approval of the AMVETS WOVC Approving Official.

I understand that the rental of the facility includes use of rooms that have been paid for, restrooms, parking lot, and outside grounds on the premises. The softball field and tennis court may only be used if is included in our rental agreement.

I understand that renters are responsible for their own safety, as well as the actions of their invited guests and visitors occupying the facilities, parking lot, and grounds. The AMVETS WOVC, including its staff and associated members, will not be held liable for any injury or death resulting from negligent actions by the renter and/or their guests.

I understand that children must be under complete control at all times.

I understand that all renters and their guests will operate in a respectful manner and not in conflict with other users, staff, or visitors.

I understand that noise must be kept at a moderate level during the event/party.

I understand that music and microphones for the event/party must be turned off by 10:00PM and that the facility must be cleaned and vacated by 12:00AM for daily events, dependent upon when the Sunday rental block starts.

I understand that the use of the halls ends once clean-up is completed, renters may not linger in the halls or the parking lot.

I understand that alcoholic beverages are subject to applicable regulations, and restrictions and that the renter is responsible for any misconduct or excessive behavior associated with such beverages and may result in deductions of the deposit.

I understand that any use or sale of cannabis is strictly prohibited, and that the renter is responsible for any misconduct or behavior associated with cannabis and may result in deductions of the deposit.

I understand that commercial uses and sales are not allowed without prior approval.

I understand that no animals are allowed on the premises, except for ADA approved companions or by special arrangement.

I understand that NO fireworks, sparklers, open flames, candles, or smoke machines are allowed. Fire dances and other activities involving knives, swords, martial arts, and other potentially hazardous actions are reviewed on a case-by-case basis. The AMVETS Hawaii and the AMVETS WOVC does not accept any liability.

I understand that there will be no cooking on the premises without authorization. If the renter needs to cook, they must bring their own grill or rent out the AMVETS WOVC grill for an additional fee. All Food truck vendors must be approved the day prior to the event by the AMVETS WOVC Approving Official.

I understand that if the renter uses helium canisters for blowing up balloons, they need to take the canisters home. Abandoned canisters left on the premises can result in a fine and reduction or forfeit of the deposit.

\_\_\_ I understand that if the renter wishes to use decorations, Painters Tape must be used. If the paint is pulled off the wall or any damages accrue from decorations, additional charges will apply.

\_\_\_ I understand that any stains made to outside sidewalks must be cleaned and washed.

\_\_\_ I confirm that I have received a copy of the Checklist for Deposit Refund. I have read and understand all of the requirements to receive the deposit back. If these requirements have not been met in full, I understand that there may be a partial deduction of the deposit or that I may forfeit the entire deposit based on the circumstances given.

**The AMVETS West Oahu Veterans Center reserves the right to cancel any reservation with a 30-day notice and return the security deposit.** We reserve the right to refuse rental or use of the facilities or grounds for uses incompatible with, or in opposition to the purpose and values of the AMVETS.

**I hereby acknowledge that I have read and fully understand ALL statements of this Terms and Conditions. I agree to abide by these Terms and Conditions in preparing for my event and during my event.**

Signature of Renter/Responsible Party: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# PAYMENT FORM

Date of Event: \_\_\_\_\_ Name: \_\_\_\_\_

Main Hall: \_\_\_\_\_ Gazebo: \_\_\_\_\_

Softball Field: \_\_\_\_\_ Tennis Court: \_\_\_\_\_

Additional

Rentals: \_\_\_\_\_

Deposit Due: \_\_\_\_\_ Payment Due: \_\_\_\_\_

Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Paid in Full: Yes \_\_\_ No \_\_\_

## Type of Payment:

Check # \_\_\_\_\_ Cash Credit Card \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code \_\_\_\_\_

Type: \_\_\_\_\_ Approval # \_\_\_\_\_ Remaining Balance: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

## Remaining Balance:

Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Paid in Full: Yes \_\_\_ No \_\_\_

## Type of Payment:

Check # \_\_\_\_\_ Cash Credit Card \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code \_\_\_\_\_

Type: \_\_\_\_\_ Approval # \_\_\_\_\_

Staff Signature: \_\_\_\_\_

## DEPOSIT REFUND RECORD

Deposit will be returned three business days after the event if no damage occurs and all of the terms and conditions have been met.

Deductions: \_\_\_\_\_

Date: \_\_\_\_\_ Amount Refunded: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Staff Signature: \_\_\_\_\_

## CHECKLIST FOR DEPOSIT REFUND

Make sure you check this list off with the Party Monitor to get your deposit back!!!

- Tables and chairs sprayed with cleaner, wiped, and stacked neatly on provided carts
- All floors swept and mopped
- All trash thrown away in trash receptacle

### Assessments/Deductions of at least \$50.00 for:

- Excessive rubbish, trash, cigarette butts, litter, etc.
- Damage to walls, floor, ceilings, windows, doors, tables and chairs, etc.
- Failure to abide by the recommendations of safety or security warnings by facility monitors, including children out of control, if second or written notice is given.
- Any conflict with staff, other users or visitors.
- Failure to vacate facility in a timely manner, as set by Terms and Conditions for Renting.
- Failure to clean BBQ grill (if rented).

### Assessments/Deductions of at least \$200.00 for:

- Failure to clean the facility rooms, kitchen, tables and chairs, appliances, equipment, and grounds, as rented.
- Replacement of damaged or broken tables and chairs.
- Plugged toilets, soiled walls and sidewalks, graffiti (or dangerous or unsanitary use of facilities).
- Third or written notice given by facility monitors regarding safety or security warnings.
  
- Any occurrence that results in the need for calling police or fire department.

### Deposit is totally forfeited in the event of:

- Any theft of equipment, furniture, or materials.
- Severe or excessive damage to walls, floor, ceiling, windows, doors, fixtures, tables, chairs, toilets, sink, curtains, flags, equipment used, or outside grounds.
- Damage as a result of altercation, vandalism, flood, or fire.
- Uncontrolled or excessive alcohol consumption, illegal drugs or illegal or immoral activities on premises.
- Sub-leasing of facilities or change of scheduled activity without notice.
- Severe conflict/disrupt activities with staff, users, visitors.

### Party Monitor Notes: