



SERVING WITH PRIDE



AMVETS

# AMVETS WEST OAHU VETERANS CENTER FACILITY RENTAL & RESERVATION AGREEMENT

For Military & Veterans-Service Organizations & Community Events



### ★ PAYMENT TERMS ★

Security Deposit: \$250.00 (Required to Reserve)

Deposit is separate from rental fee.

\$600.00 must be paid in full PRIOR to setting up for your event.

### ★ EVENT INFORMATION ★

Date of Event:		Event Time:	Set-Up Time:	
Name of Renter/Organization:				
Sponsor (if Member):				
Address:				
State:	Zip Code:	Email:		
Phone:		Cell Phone:		
Type of Event:		Est. # of Attendees:		

### ★ RENTER CERTIFICATION ★

I verify that all information provided above is true and correct. I understand that a \$250.00 security deposit is required to reserve the facility and the \$600.00 rental fee must be paid in full prior to setting up for my event. I agree to abide by all Terms & Conditions of this agreement.

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

### ★ CANCELLATION & REFUND POLICY ★

Refund of deposit will ONLY be returned if cancellation is received 30 days or more prior to the event. Cancellations less than 30 days prior to the event will forfeit the deposit.

### ★ TERMS & CONDITIONS - PLEASE INITIAL EACH STATEMENT ★

<input type="checkbox"/> I understand a \$250.00 deposit is required to reserve the facility.	<input type="checkbox"/> Alcoholic beverages must follow all laws and regulations.
<input type="checkbox"/> I understand the \$600.00 rental fee must be paid in full prior to event setup.	<input type="checkbox"/> No cannabis, illegal drugs, or firearms allowed.
<input type="checkbox"/> I understand the deposit is separate from the rental fee.	<input type="checkbox"/> No commercial sales without prior approval.
<input type="checkbox"/> I understand deposit is refunded only after inspection confirms facility is returned in same	<input type="checkbox"/> No animals except service animals (ADA).
<input type="checkbox"/> I understand use is limited to the date, time, and location approved.	<input type="checkbox"/> No fireworks, open flames, candles, or smoke machines.
<input type="checkbox"/> I understand renters are responsible for guests, safety, and conduct.	<input type="checkbox"/> Cooking requires prior authorization.
<input type="checkbox"/> I understand music must end by 10:00 PM.	<input type="checkbox"/> Food trucks and vendors require approval.
<input type="checkbox"/> I understand children must be supervised at all times.	<input type="checkbox"/> Decorations must use painter's tape only.
<input type="checkbox"/> I understand the facility must be cleaned and vacated by 12:00 AM.	<input type="checkbox"/> Damage, excessive cleaning, or policy violations may result in deductions from deposit.

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

### ★ DEPOSIT REFUND CHECKLIST ★

<input type="checkbox"/> Trash removed & receptacles emptied	<input type="checkbox"/> Chairs cleaned & stacked properly
<input type="checkbox"/> Tables cleaned & returned to storage	<input type="checkbox"/> Restrooms cleaned & stocked
<input type="checkbox"/> Kitchen cleaned (if used)	<input type="checkbox"/> No stains on floors, walls, or sidewalks
<input type="checkbox"/> Decorations removed - no damage to walls	<input type="checkbox"/> No damages to facility, property or grounds
<input type="checkbox"/> All personal items removed	
<input type="checkbox"/> Keys/Access cards returned	

Deposit will be refunded after inspection confirms all items are completed and facility is returned in the same condition or better.

### ★ FOR AMVETS USE ONLY ★

Deposit Received:	Yes	No
Rental Fee Paid:	Yes	No
Inspection Completed:	Yes	No
Deposit Refund Approved:	Yes	No
Amount Refunded:	Approved By: _____	
Reviewed By (Signature):	_____	

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