

Oahu Veterans Center



Pu'uhonua Aloha Koa

A gathering place for veterans

1298 Kukila St. Honolulu, HI 96818

Website: www.oahuveteranscenter.com

Email address: info@oahuveteranscenter.com

Phone number: (808) 422-4000

Fax number: (808) 422-4001

FACILITY USE AGREEMENT FOR MEETINGS

- Use of the facility is subject to the approval of the Executive Director of the Oahu Veterans Center,
- The rental is only for the space and time indicated,
- Rental of the facility includes use of the tables and chairs inside the space, the projector screen, use of the restroom facilities, and parking,
- All renters will be respectful to their fellow renters,
- All renters are responsible for taking out their trash, our dumpster is conveniently located in our parking lot,
- Renters have access to our parking lot, street parking, and our field parking if it is available,
- Renters are responsible for their own guests during meetings,
- Children must be under complete control at all times,
- All fees for rental, including tax must be paid in full at least 7 days prior. The Center can accept checks or credit cards (Visa, MasterCard, or Discover),
- Cancellations must be done 72 hours prior or you will be charged for your scheduled time.

MEETING RATES

Regular Rental Rate:

Mauka Hall Meeting Room Hourly Rate \$120.00

Mauka Hall Meeting Room Split Hourly Rate \$70.00

Ballard Hall Meeting Room Hourly Rate \$100.00

Makai Meeting Room Hourly Rate (Small Room) \$60.00

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Rental Date(s) _____ Time Block _____ Guest Count _____

Invoice	Invoice	Space	Method of
Amount _____	Number _____	Rented _____	Payment _____

Purpose/description of rental:

Point of Contact Name _____

Address _____

Contact Phone Number _____

E-mail _____

Equipment needed:

Microphones (available in select halls only)

Projector (at additional cost)

Set-up/Tear down (at additional cost)

_____	Date	_____	Date
Executive Director		Signature of Renter	

***The Oahu Veterans Center is proud to display our National, State, and POW flag in all of our spaces. Out of respect for our veterans, these flags are not to be disturbed.**

***The Oahu Veterans Center offers air conditioned spaces, as such all doors must remain CLOSED while it is running.**