

# OAHU VETERANS CENTER



*Pu'uhouua Aloha Koa*

"A gathering place for veterans"

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## INFORMATION AND EVENT RATES FOR OVC

### **Ballard Hall (Large Room)** (about 78'X 40')

This large room holds up to 222 persons\*\*. It includes 220 white chairs, 16 round tables (5'), 20 regular rectangular tables (6' X 2.5'), 3 large rectangular tables (8' X 2.5'), built-in audio system with 2 handheld microphones (CD, radio, ipod), podium, large screen for presentations, wireless internet interface and A/C, Kitchenette

### **Mauka Hall (Large Room)** (about 80'X 41')

This large room holds up to 280 persons\*\*. It includes 282 white chairs, 20 round tables (5'), 40 regular rectangular tables (6' X 2.5'), 8 large rectangular tables (8' X 2.5'), built-in audio system with 2 handheld microphones (CD, radio, ipod), podium, large screen for presentations, wireless internet interface and A/C, Kitchenette

### **Makai Hall (Small Room)** (about 30' X 30')

The small room holds up to 63 persons. It includes wireless internet interface, a TV for presentations (HDMI, S-video, RGB) and A/C

**Times-** Friday and Saturday parties set-up starts at 2:00PM. Friday and Saturday parties must end by 10:00PM and everything must be cleaned and cleared by 12:00midnight.

Sunday parties have a choice of either a lunch or dinner party. For lunch parties set up is at 8am, party ends by 4pm and you must be cleaned up and out by 6pm. For a dinner party set up at noon, party must end by 8:00PM and everything must be cleaned and cleared by 10:00PM.

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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 persons that can fit inside the space with tables and chairs is dependent on your set up.

**Deposit-** 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 60 days of the event.**

<b>Ballard/Mauka Hall (Large Room)</b>	\$300.00 deposit required
<b>Makai (Small Room)</b>	\$100.00 deposit required

**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-** prices vary based on affiliations, must be paid in full 30 days prior to event.

**All Non-Veterans/Non-Military**

Mauka Hall (Large Room)	\$1,700
Ballard Hall (Large Room)	\$1,500
Makai Hall (Small Room)	\$800

**Foster Village Residents**

Mauka Hall (Large Room)	\$1,500
Ballard Hall (Large Room)	\$1,350
Makai Hall (Small Room)	\$675

**Veterans, all active duty military, reserves and guard units-** one of renters must show valid ID

Mauka Hall (Large Room)	\$1,425
Ballard Hall (Large room)	\$1,250
Makai Hall (Small Room)	\$630

**Additional Rentals**

Projector	\$50.00	BBQ rental with party	\$50.00
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## OAHU VETERANS CENTER PARTY RENTAL FORM

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

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

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

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

Home 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: \_\_\_\_\_

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### TERMS AND CONDITIONS

The mission of the Oahu Veterans Center is to provide a facility for veterans and veterans' organizations to foster unity and camaraderie among veterans; to host veterans' programs sponsored by the U.S. Department of Veterans Affairs and the Hawaii Office of Veterans Services; to sponsor other programs for veterans as approved by the Board or the Oahu Veterans Council; to provide office space for veterans' organizations when appropriate; and to support other community activities as approved by the 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 Oahu Veterans Center are representative of the Center 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 \$300.00 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 cancelled with 60 days of the event.**

I understand that all fees for rentals, including tax (4.712%), must be paid in full 30 days 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 Oahu Veterans Center Board of Directors.

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 park and basketball court may be used however it is not included in our rental, the community may use it during our party.

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 Oahu Veterans Center, 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 Friday and Saturday events; and must end by either 4:00pm or 8:00PM and be cleaned and vacated by either 6:00pm or 10:00PM on Sundays, 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 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 Oahu Veterans Center does not accept any liability.

**I understand that there will be no outside cooking on the premises. If the renter needs to cook, they must rent out the BBQ for an additional fee.**

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 Oahu Veterans Center reserves the right to cancel any reservation with 60 days 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 OVC.

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: \_\_\_\_\_

Large Room: \_\_\_\_\_ Small Room: \_\_\_\_\_

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

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

Date: _____	<b>Type of Payment:</b>
Amount Paid: _____	<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
Staff Signature: _____	<input type="checkbox"/> Credit Card Exp. Date: _____ Type: _____ Approval # _____

Paid in Full:    Yes    No                      Remaining Balance: \_\_\_\_\_

Date: _____	<b>Type of Payment:</b>
Amount Paid: _____	<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
Staff Signature: _____	<input type="checkbox"/> Credit Card Exp. Date: _____ Type: _____ Approval # _____

Paid in Full:    Yes    No                      Remaining Balance: \_\_\_\_\_

Date: _____	<b>Type of Payment:</b>
Amount Paid: _____	<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
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Amount Paid:	
Staff Signature:	

Paid in Full:    Yes    No            Remaining Balance: \_\_\_\_\_

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Amount Paid:	
Staff Signature:	

Paid in Full:    Yes    No            Remaining Balance: \_\_\_\_\_

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Staff Signature:	

Paid in Full:    Yes    No            Remaining Balance: \_\_\_\_\_

Date:	<b>Type of Payment:</b> <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card Exp. Date: _____ Type: _____ Approval # _____
Amount Paid:	
Staff Signature:	

Paid in Full:    Yes    No            Remaining Balance: \_\_\_\_\_

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**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: \_\_\_\_\_

<b>CHECKLIST FOR DEPOSIT REFUND</b>
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**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 outside gated 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 \$100.00 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.

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**Party Monitor Notes:**

Signature for giving up deposit for cleaning: \_\_\_\_\_