Ocean View Community Association (OVCA) Rental Agreement

Today's Date: _____
Name of Event/Company (please print): _____
Type of Event/Activity_____
Contact Person:_____
Phone: _____ Email Address:_____
Mailing Address:_____
Event Date _____/_____ /_____
Event time/hours (**include** set-up and clean up) _____
Total hours _____ (event space must be thoroughly cleaned and vacated by end time.)
If multiple dates, list dates and times:
_____
Number of people expected _____ Groups over 50 will be charged an additional $5/hr.

RENTAL FEES - CHECK ALL THAT APPLY - OVCA MEMBERS GET 20% OFF

____Main Hall ($20/hour; $25/hour for 51+ attendees) ____ Kitchen ($25/hour)
____Main Hall and Kitchen ($40/hour; $45/hour for 51+ attendees)
____Health Room Downstairs ($15/hour) ____Green Room Downstairs ($15/hour)
____Class Room Downstairs ($15/hour) ____Parking Lot (with bathroom) ($10/hour)

Rent Amount $_____ (**plus** refundable damage/cleaning deposit of $200)

Please note: Make checks payable to OVCA. Mail to OVCA, PO Box 6016, Ocean View HI 96737. Deposit and fees must be received at least 7 days prior to the event. $50 fee for returned checks. **The damage and cleaning deposit** will be refunded, less any damage and/or cleaning charges assessed. For cancellations less than 24 hours prior, a $50 fee may be deducted. Cancellations less than one week prior will not be refunded. OVCA reserves the right to terminate or refuse this contract at their discretion.

READ AND INITIAL EACH LINE:

_____ Kitchen renters must provide their own pots, pans and all other kitchen supplies
_____ Renters are responsible for providing their own trash bags and taking their trash with them
_____ At close, sweep and clean the floors, check and clean bathrooms as needed. Cleaning supplies are located in a cabinet on the lanai.
_____ Return the tables and chairs to their storage areas. Turn off all lights and fans, and latch parking lot gates
_____ No illegal drug use on premises, and no smoking within 25 feet of buildings
_____ Keep noise to reasonable levels, and supervise children at all times
_____ Service animals are allowed, non-service animals allowed by written pre-agreement only
_____ OVCA may close the center at any time, and may revoke this contract if these guidelines are violated.
____ Lead kitchen user must provide a copy of their DOH Food Handling Certificate.

WAIVER OF LIABILITY: Applicant agrees to hold Ocean View Community Association, Inc. (**0VCA)** free and harmless from any loss or damage to persons and/or property used or stored at the OVCC.

Signature of Applicant_____ Date_____
Approved by OVCA staff:_____ Date_____
Funds Received_____ Date_____.
Rev 9/22/26