

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 _____

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

_____ Main Hall (\$20/hour)

_____ Main Hall and Kitchen w/o Propane (\$30/hour)

_____ Main Hall and Kitchen with Propane (\$35/hour)

_____ Parking Lot (with bathroom) (\$10/hour).

_____ Kitchen w/o Propane (\$15/hour)

_____ Kitchen with Propane (\$20/hour)

_____ Green Room Downstairs (\$15/hour)

_____ Class Room Downstairs (\$15/hr)

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 event. \$50 fee for returned checks. **The damage and cleaning deposit** will be refunded, less any damage and/or cleaning charges assessed. If a client is more than 15 minutes late for open or close, a \$10 charge per 15 minute intervals may be deducted from the deposit. 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 cleaning supplies

_____ At close, sweep and clean the floors, and return the tables and chairs to their storage areas

_____ Take your trash with you, turn off all lights and fans, and close/latch parking lot gates

_____ No drug use on premises, and no smoking within 25 feet of buildings

_____ Keep noise to reasonable levels, and supervise children at all times

_____ 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 **both** their DOH Food Handling Certificate and their DOH Food Sellers Permit (permits not necessary for family/church cooking where food is not sold)

_____ Renters wishing to serve alcohol must provide a copy of their Liquor Control Board Private Host License

_____ Lead kitchen user must sign a health status form each time the kitchen is used

WAIVER OF LIABILITY: Applicant agrees to hold Ocean View Community Association, Inc. (**OVCA**) 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 _____.