

**EAST FOSTER VILLAGE COMMUNITY ASSOCIATION (EFVCA)
4341 Hakupapa Street, Honolulu, HI 96818
(808) 422-6241**

FACILITIES RENTAL AGREEMENT

Print Name: _____ **Rental Date:** _____
Cell Phone: _____ **Home Phone:** _____
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
E-mail Address: _____ **Type of Event:** _____
Time of event _____ **No. of attendees:** _____

PAVILION HALL RENTAL RATE:

PARTY RENTAL FEE: \$1,000.00- Hall party must end no later than 10:00 p.m. with clean up time no later than 12:00a.m.

-PARTY PAVILLION RENTAL INCLUDES USES OF KITCHEN, 27 (25) 6ft & (2) 8ft TABLES, AND 150 CHAIRS to accommodate 150 people. **Check in time is at 3:00p.m. to set up.**

Required Security Deposit amount: \$300.00 deposit by cash or check will be collected at the time of the reservation. **Security Deposit may not be used towards rental fee.** Rental fee is due 30 days prior to the reservation date. If the reservation date is less than 30 days, the rental fee and deposit will be due. Cash or check is accepted. There will be a **\$20.00** fee for a returned check and your reservation will be cancelled. If ALL terms of this rental agreement are met security deposit will be returned within a week following the function. **The security deposit may be FORFEITED or deducted if ANY of the terms of this agreement are NOT met.**

Initials Regulations and Conditions of this agreement:

1. _____ NO glass bottles of any kind are allowed on the premises.
2. _____ Music and noise **MUST stop promptly at 10:00P.M.**
3. _____ EFVCA facility and grounds must be left clean and free of debris.
4. _____ **No SWIMMING ALLOWED.**
5. _____ All directional signs must be removed at the end of event.
6. _____ Please provide your own trash liners for garbage. **All trash MUST** be bagged before going into trash bin. Use the green Honolulu Disposal bin **ONLY**. No overfilling, lid of disposal must be able to close. Trash unable to fit must be removed from the premises. **DO NOT use EFVCA'S City and County gray, green, or blue bins.**
7. _____ All persons attending the scheduled function will do so at their own risk. EFVCA will not be held responsible for any lost articles, damaged property, or personal injury.

Initials

- 8. _____ Hall, kitchen, and bathrooms **must be cleaned, swept and mopped.**
- 9. _____ No animals allowed
- 10. _____ Evening Pavilion party cleanup must be completed **no later than 12:00a.m.**
- 11. _____ **It's agreed by signing this agreement, any damage to EFVCA property or grounds will be the responsibility of the renter. If damages exceed deposit amount renter will be held responsible for balance due.**
- 12. _____ No staples, nails, hooks, of any kind may be used on walls. All decorations or signs must be properly removed leaving no marks.
- 13. _____ **No helium balloons** with string in Hall. String may get caught in ceiling fans.

Initials

Security Deposit:

- 1. _____ Security deposit refund will be made out to the renter whose name appears on the contract.
- 2. _____ Deposit will be returned no later than seven (7) days after the event, to allow for inspection of cleanup, damages, etc.
- 3. _____ Deposit will be held for additional cleaning, damages to the facility or Center's property.

Cancellation:

Entire security deposit will be forfeited if reservation is cancelled before function date.

Restrictions:

Any illegal activity (use of illegal drugs, gambling, etc.) as described in the Hawaii State Penal Code is strictly prohibited and will result in the termination of the function and the immediate notification of the Honolulu Police Department. All security deposits will thus be forfeited.

BY SIGNING I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND ALL STATEMENTS IN THIS CONTRACT AND AGREE TO THE REGULATIONS AND CONDITIONS, SECURITY DEPOSIT, CANCELLATION, RESTRICTIONS AND MY OBLIGATION TO THIS RENTAL AGREEMENT:

Renter Signature _____ Date _____

EFVCA Signature _____ Date _____

Date of Deposit _____ Receipt# _____ Type of rental: Pavilion Pool Both
 Payment _____ Date: _____ Check no. _____ Cash _____
 Inspection date _____ Deposit refund date _____ Check no. _____

Inspection check off list for Date:	Completed
1. Clear all tables of liners return table to back storage room. Stack tables facing up next to wall. TWO STACKS. Stack chairs in five rows with 30 chairs in each column. \$25.00 Fee	
2. Make sure there are 27 tables (twenty-five 6' & two 8') \$65 fee ea. And 150 white folding and 30 brown plastic chairs. \$25.00fee ea.	
3. Check pool for trash. Fish out any debris with net. \$25.00 fee	
4. Sweep pool deck pick up all trash items in pool area. \$25.00 fee	
5. Sweep hall, Kitchen, restrooms and lobby (foyer) brooms and Large push broom are in the kitchen. \$25.00 fee	
6. Mop Kitchen, Hall, & lobby please use HOT WATER with Pinesol (located on top of refrigerator). If floor appears greasy mop TWICE \$75.00 fee	
7. Make sure Bathrooms are clean, swept & mopped. Make sure all lights are turn off in the bathroom. (hall lights stay on) \$25.00 fee	
8. Please empty trash in bathrooms should have an extra liner on the bottom of the trash can.	
9. All trash should go in the Green Honolulu Disposal bin. No cardboard or metal items in bin. All trash must be bagged. \$50.00	
10. Check parking lot and playground for trash. \$25.00 fee	
11. SPOT CLEAN GLASS AND MIRROR IF DIRTY use Windex in kitchen. \$15.00 fee	
12. Lock all sliding glass doors in the hall.	
13. Turn off hall lights and ceiling fans-switches in kitchen.	
14. Check Kitchen make sure counters and sink are cleaned. \$15.00 fee	
15. Make sure toilets are clean and bathroom lights are off (hallway light stay on).\$25.00 fee	
16. Lock lobby glass door turn off light switch in kitchen and in Lobby.	
17. TEXT 282-5765 once cleanup is completed. LOCK ALL DOORS AND PADLOCK FRONT DOOR BEFORE LEAVING. Hook chain to parking lot. Please do your best to clean up on time after 12pm \$75.00 fee	