

# Facility Rental Form

THE SALVATION ARMY RAY AND JOAN KROC CORPS COMMUNITY CENTER



## CONTACT INFORMATION

CHECK IF CURRENT MEMBER OF KROC CENTER HAWAII

NAME	CONTACT NO.	
NAME OF ORGANIZATION OR BUSINESS	EMAIL	
ADDRESS		
CITY	STATE	ZIP

## RENTAL INFORMATION

DATE(S) REQUESTED	NO. OF ATTENDEES		
TYPE OF EVENT / EVENT NAME			
VENUE(S) REQUESTED			
RENTAL START TIME	ACTUAL EVENT TIME	RENTAL END TIME	<i>Rental times include set-up, tear down and clean-up</i>
PLEASE STATE PURPOSE AND DESCRIPTION OF YOUR EVENT			

## CATERING NEEDS

WILL YOUR USE OF THE FACILITY REQUIRE THE USE OF OUR CATERING SERVICES?  YES  NO

Please note: No outside catering is allowed. Refer to Conference & Banquet Center Event Packages for menu selection and pricing. Kroc Center Hawaii is an alcohol-free campus.

## EVENT DETAILS

AUDIO VISUAL REQUIREMENTS
FOOD AND BEVERAGE ARRANGEMENTS
SET UP ARRANGEMENTS
ADDITIONAL SERVICES

**50% OF ALL FEES, INCLUDING CATERING FEES, VENUE RENTAL FEES AND ANY ADDITIONAL FEES MUST BE PAID 30 DAYS PRIOR TO RENTAL DATE AND IS DUE ON OR BEFORE \_\_\_\_\_.**

**100% OF ALL FEES, INCLUDING CATERING FEES, VENUE RENTAL FEES AND ANY ADDITIONAL FEES MUST BE PAID 14 DAYS PRIOR TO RENTAL DATE AND IS DUE ON OR BEFORE \_\_\_\_\_.**

### OFFICE USE ONLY

<b>CONTRACT DEPOSIT \$</b> _____ (Due upon signing Facility Rental Application)
<b>DATE FACILITY RENTAL APPLICATION AND CONTRACT DEPOSIT RECEIVED</b> _____ <b>BY</b> _____
DATE BALANCED RECEIVED _____ AMOUNT \$ _____ BY _____
<b>CONTRACT DEPOSIT REFUNDED OR APPLIED: DATE PROCESSED</b> _____ <b>AMOUNT \$</b> _____
<b>AMOUNT \$</b> _____ <b>APPLIED TO BALANCE</b> <b>AMOUNT \$</b> _____ <b>REFUND CHECK DUE</b>

## ACKNOWLEDGMENTS

- I (WE) UNDERSTAND AND AGREE TO ADHERE TO THE FOLLOWING STIPULATIONS AND REQUIREMENTS:
  - THE SALVATION ARMY RAY AND JOAN KROC CORPS COMMUNITY CENTER ("KROC CENTER HAWAII") IS A FAMILY FRIENDLY ENVIRONMENT. ALL EVENTS THAT TAKE PLACE AT KROC CENTER HAWAII MUST BE APPROVED FOR ALL AGES. KROC CENTER HAWAII RESERVES THE RIGHT TO TERMINATE THE EVENT AT ANY TIME IF THE CONTENT OF THE EVENT IS DEEMED INAPPROPRIATE. ALL FEES ASSOCIATED WITH THE RENTAL MAY BE FORFEITED DUE TO THE CANCELLATION OF THE EVENT.
  - NO ALCOHOLIC BEVERAGES WILL BE PERMITTED ON THE PROPERTY AT ANY TIME. SMOKING IS ALLOWED IN DESIGNATED AREAS ONLY.**
  - KROC CENTER HAWAII RESERVES THE RIGHT TO TERMINATE THE PERMITTED USE AT ANY TIME UPON WRITTEN NOTICE TO THE RENTER.
- ALL CHARGES ARE UNDERSTOOD TO BE ESTIMATES. FINAL BILLING WILL BE RECEIVED TWENTY ONE (21) DAYS PRIOR TO EVENT DATE.**
- NOTE: RENTER IS NOT COVERED BY THE SALVATION ARMY LIABILITY INSURANCE.
- PRELIMINARY GUEST COUNTS ARE DUE AT CONTRACT SIGNING. GUARANTEED NUMBER OF GUESTS MUST BE PROVIDED THIRTY (30) DAYS PRIOR TO YOUR EVENT AND IS NOT SUBJECT TO REDUCTION. IF A GUARANTEE IS NOT RECEIVED BY THIS DATE, THE EVENT HOST WILL BE SERVED AND CHARGED BASED ON THE ORIGINAL DETAILS OF THE SIGNED CONTRACT. IT IS UNDERSTOOD THAT A MINIMUM OF \_\_\_\_\_ WILL BE ATTENDING THIS EVENT. THIS IS THE MINIMUM NUMBER OF GUEST IN WHICH YOU WILL BE CHARGED. SHOULD YOUR NUMBER OF GUEST FALL BELOW THE MINIMUM, YOU WILL BE CHARGED FOR THE GUARANTEED NUMBER OF GUESTS. ADDITIONAL MEALS IN EXCESS OF 5% OF THE GUARANTEE COUNT WILL BE PROVIDED AT A PER MEAL CONTRACT PRICE, PLUS AN ADDITIONAL CHARGE OF \$10.00 PER PERSON, PLUS SERVICE CHARGE AND SALES TAX. EACH ADDITIONAL TABLE ADDED WILL BE CHARGED AT A RATE OF \$25.00 PLUS SERVICE CHARGE AND SALES TAX PER TABLE. A SEPARATE INVOICE WILL BE PREPARED FOR YOU FOR ADDITIONAL GUESTS BEYOND THE GUARANTEED MINIMUM.
- BUFFET PORTIONS ARE FINITE AND NOT REPLENISHABLE. ADDITIONAL CHARGES WILL APPLY IF MORE FOOD IS REQUESTED, AND EXTRA SERVINGS ARE SUBJECT TO AVAILABILITY. SHOULD YOU RECEIVE ADDITIONAL GUESTS ON THE DAY OF THE EVENT, EVERY EFFORT WILL BE MADE TO SERVE THESE GUESTS. HOWEVER, A MENU SUBSTITUTION OR OTHER SEATING ARRANGEMENTS MAY BE NECESSARY AND MEAL SERVICE MAY BE DELAYED.
- ALL PRICES AND MENU ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE.
- IF OUTSIDE FOOD OR BEVERAGE IS BROUGHT INTO KROC CENTER HAWAII WITHOUT OUR PRIOR WRITTEN PERMISSION, WE RESERVE THE RIGHT TO REMOVE AND STORE SUCH FOOD OR BEVERAGE UNTIL THE CONCLUSION OF THE EVENT.
- IN CONSIDERATION OF THE HEALTH AND SAFETY OF ALL OUR GUESTS, IT IS OUR POLICY THAT NO LEFT OVER FOOD FROM A BUFFET BE ALLOWED TO LEAVE THE PREMISES WITH THE EVENT HOST OR ANY ATTENDEE.
- PAYMENT ARRANGEMENTS: A **NON-REFUNDABLE/TRANSFERABLE** CONTRACT DEPOSIT OF **\$500.00** PAID IN ADVANCE IN ORDER TO RESERVE A FACILITY SPACE FOR USE. AN EVENT CANNOT BE SCHEDULED WITHOUT THE PAYMENT OF THE DEPOSIT. **CANCELLATION OF USAGE WILL RESULT IN A FORFEITURE OF THE ENTIRE CONTRACT DEPOSIT. 50% OF ALL FEES, INCLUDING ESTIMATED CATERING FEES, VENUE RENTAL FEES AND ANY OTHER ADDITIONAL FEES, MUST BE PAID 30 DAYS PRIOR TO RENTAL DATE. 100% OF ALL FEES, INCLUDING CATERING FEES AND VENUE RENTAL FEES, MUST BE PAID 14 DAYS PRIOR TO RENTAL DATE. FULL PAYMENT MUST BE RECEIVED PRIOR TO OCCUPANCY OF THE FACILITY.**
- IF YOUR EVENT EXTENDS PAST THE SCHEDULED ENDING TIME, A FEE OF \$250.00 AND SALES TAX PER HOUR WILL APPLY.
- SET UP REQUIREMENTS THAT ARE SUBJECT TO ADDITIONAL LABOR AND/OR EQUIPMENT WILL BE CHARGED SEPARATELY AND WILL INCLUDE SALES TAX. ANY CHANGES TO THE FLOOR PLAN /SCHEMATIC ON THE DAY OF THE EVENT WILL INCUR A MINIMUM COST OF \$200.00 AND SALES TAX, NOT TO EXCEED \$500.00 AND SALES TAX. ALL FLOOR PLANS ARE TO BE APPROVED SEVEN (7) DAYS PRIOR TO EVENT.
- CLEANING FEES: THE CLIENT AGREES TO PAY KROC CENTER HAWAII FOR ANY AND ALL DAMAGES CAUSED BY THE CLIENT OR CLIENT'S GUESTS TO THE FACILITIES OR ANY FURNISHINGS, EQUIPMENT OR OTHER PROPERTY LOCATED THEREIN AND FOR EXTRAORDINARY CLEANING REQUIRED FROM THE EVENT. KROC CENTER HAWAII WILL NOTIFY THE CLIENT IMMEDIATELY AT THE END OF THE EVENT IF SUCH DAMAGE OR CLEANING CHARGES WILL BE ASSESSED.
- CANCELLATION FEES: IF CANCELLATION OCCURS LESS THAN 30 DAYS PRIOR TO EVENT, 50% OF FEES AND ENTIRE CONTRACT DEPOSIT WILL BE FORFEITED. IF CANCELLATION OCCURS LESS THAN 14 DAYS PRIOR TO EVENT, 100% OF FEES AND ENTIRE CONTRACT DEPOSIT WILL BE FORFEITED OR CHARGED.
- CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE PROPERTY WILL RESULT IN THE IMMEDIATE FORFEITURE OF ENTIRE CONTRACT DEPOSIT AND IMMEDIATE TERMINATION OF YOUR EVENT.
- SMOKING, INCLUDING E-CIGARETTES, IS ALLOWED IN DESIGNATED AREAS ONLY. USE OF SMOKELESS TOBACCO IS RESTRICTED ON PROPERTY.
- ALL FACILITY USES MUST BE FOR PURPOSES IN KEEPING WITH THE SALVATION ARMY'S PURPOSES AND MISSION STATEMENTS. ANY NONCONFORMING USE WILL BE GROUNDS FOR TERMINATION OF USE RIGHTS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CLIENT NAME \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AMY ADAMS, EVENT MANAGER

THE SALVATION ARMY KROC CENTER HAWAII