

**APPLICATION FOR USE OF
WAIPAHU SOTO ZEN TEMPLE TAIYOJI BUILDINGS, FACILITIES, OR GROUNDS**

94-413 Waipahu Street, Waipahu, HI 96797

Event Date: _____ Setup Time/Event Time: _____ / _____ End Time: _____

Day Before or After (if applicable) – Dates, Start and End Times per Fee Schedule: _____

Approximate # Attendees: _____ (Maximum capacity of Ozawa Social Hall is 288)

Event Type: Birthday: _____ Graduation: _____ Wedding: _____ Fundraiser: _____ Other: _____

APPLICANT: _____

Individual/Entity (corporation, limited liability company, etc.)

Print Name: _____

Entity Fed. ID# _____ **Entity Contact Person:** _____

Phone: (R) _____ (B) _____ (C) _____

E-mail Address: _____

Mailing Address: _____ Street Address: _____

Consumption of Alcohol: Yes _____ No _____ **Violation of Rules of Operation will result in immediate termination of event and forfeiture of all Deposits and Rental Fees paid.**

Signature: _____

Print Name: _____

Title (if entity): _____

If YES, Special Duty Agreement or Private Security Agreement dated _____

Area Requested (check all that apply)

1. () Ozawa Social Hall
2. () Classroom
3. () Upper level parking area
4. () Other

If the event is canceled by the renter 90 days or less prior to the date of the event, both the Deposits and Rental Fees are NOT refundable. All Deposits and Rental Fees are due 90 days prior to the date of the event. The Certificate of Liability Insurance is due no later than 15 days prior to the event.

If applying less than 90 days prior to the event, all required Deposits and Rental Fees need to be provided at the time of application. The Certificate of Liability Insurance is due no later than 15 days prior to the event. Failure to comply may result in the cancellation of this application. Mail application and payment to Waipahu Soto Zen Temple Taiyoji, 94-413 Waipahu Street, Waipahu, HI 96797.

WAIPAHU SOTO ZEN TEMPLE TAIYOJI FACILITIES FEE SCHEDULE

DEPOSIT FEE SCHEDULE		
Ozawa Social Hall	\$ 500	
Classroom 1	\$ 250	
Upper Level Parking Area	\$ -	
Other	\$ -	
RENTAL FEE SCHEDULE		
Ozawa Social Hall	\$ 1000	
Classroom 1	\$ 500	
Upper Level Parking Area	\$ 200	
Other	\$ 2000	

1. Reservations can be made no more than one (1) year before the event, subject to availability.
2. DEPOSITS
 - a. Deposits and application are due within ten (10) calendar days of the initial request for a specific date (if available) to confirm the reservation. The deposits are NOT refundable if the application is canceled 90 days or less prior to the date of the event.
 - b. Deposits will be refunded if during the post-event inspection by **WAIPAHU SOTO ZEN TEMPLE TAIYOJI**, no damages are observed to equipment, facilities, grounds and parking areas; there were no violations as delineated under the Rules of Operation; and the premises are left in a clean and orderly manner after the event. If any damages and/or violations occur and/or the premises are not left in a clean and orderly manner after the event, either part or all of the Deposits will be forfeited, depending on the severity of the damages, violations, etc., as determined by **WAIPAHU SOTO ZEN TEMPLE TAIYOJI**.
3. This application may be approved by **WAIPAHU SOTO ZEN TEMPLE TAIYOJI** in its sole discretion and if approved is a revocable license granted by **WAIPAHU SOTO ZEN TEMPLE TAIYOJI** exclusively to the above Applicant and is not assignable.

Applicant agrees to the terms and conditions in this application. Applicant read and agrees to abide by the **WAIPAHU SOTO ZEN TEMPLE TAIYOJI FACILITIES RENTAL RULES OF OPERATION** and Applicant has signed the Release of Claims and Indemnification for Use of Facility dated _____.

If Applicant is an entity, the person signing below represents that Applicant is a valid legal entity and he/she has the authority to sign on behalf of the entity.

Signature: _____ Date _____
 Print Name: _____
 Title (if entity): _____

Approved by _____ Date _____

Deposits Refund _____ Date _____

WAIPAHU SOTO ZEN TEMPLE TAIYOJI FACILITIES RENTAL RULES OF OPERATION

RULES OF OPERATION:

- a. Insurance coverage (Certificate of Liability Insurance) is required of all renters and a copy must be submitted no later than 15 days prior to the event naming Waipahu Soto Zen Temple Taiyoji as additional insured. Address: 94-413 Waipahu Street, Waipahu HI 96797
Insurance Requirements:
Commercial General Liability limits:
Each Occurrence: \$1 Million, Aggregate: \$2 Million, Damage to rented premises (each occurrence): \$100,000
Liquor Liability Limits (For any consumption of alcohol): Each Occurrence: \$1 Million, Aggregate: \$1 Million
Endorsements: Waiver of subrogation in favor of Waipahu Soto Zen Temple Taiyoji, Primary and non-contributory in favor of Waipahu Soto Zen Temple Taiyoji
- b. Renters are responsible to comply with all Federal, State of Hawaii and City & County of Honolulu laws, rules, regulations and ordinances, including the State Department of Health Food Safety requirements to prepare and sell food including but not limited to obtaining permits and training.
- c. Smoking is not allowed in the Ozawa Social Hall, classroom or any other enclosed areas. Smoking outside the facilities must comply with current State of Hawaii and City & County of Honolulu laws, rules, regulations and ordinances.
- d. Illicit drug use and fireworks are strictly prohibited. Police shall be authorized to immediately remove any illegal activity. Event may be shut down by the police at the direction of Waipahu Soto Zen Temple Taiyoji.
- e. If consumption of liquor is checked off above
 1. The renter is responsible for securing Special Duty Police or Private Security (if Special Duty Police is not available on event date) during the time that alcohol will be served. The renter is responsible for all related fees for this service. A copy of the security agreement must be submitted 15 days in advance of the event.
 2. The renter must follow all liquor laws, rules and regulations including not serving alcohol beverages to anyone under the age of 21 or to persons that appear intoxicated and ensure that a "designated driver arrangement" is made for those who consume alcohol at the event.
 3. Should alcohol be served and/or consumed at the event without proper notification and approval of Waipahu Soto Zen Temple Taiyoji, without the added liquor liability added to the Certificate of Liability Insurance and/or without the special duty police/private security, the renter will forfeit the deposits and will be assessed an additional fee of \$5,000.
 4. At no time will liquor be allowed to be sold at this event.
- f. Due to the close proximity of neighboring residences, the renter will not make, permit or allow any excessive noise, music or conduct on the premises that will unreasonably disturb the quiet enjoyment of these occupants or neighbors.
- g. There shall be no eating and/or drinking outside of Ozawa Social Hall and classroom, in bathrooms or grounds including parking areas.
- h. Decorating of any area shall exclude the use of nails, staples, glue or any device that may deface or damage the buildings in any way.
- i. Waipahu Soto Zen Temple Taiyoji shall not be liable for any lost, stolen or damaged personal property.
- j. Cooking shall not be allowed on the premises.
- k. No equipment and furniture shall be removed from premises.
- l. Setting-up of tables and chairs shall be the responsibility of renter. Tables and chairs shall be cleaned and returned in its original set-up at the end of the event.
- m. All trash removal and disposal shall be the responsibility of the renter. Trash bags will not be provided. No trash shall be left on the premises at the end of the event.
- n. The premises must be cleaned and vacated by _____pm. The premises must be swept and mopped. The renter shall supply their own cleaning supplies such as towels, cleaning liquids, etc.
- o. These Rules may be amended, changed and/or modified at any time by Waipahu Soto Zen Temple Taiyoji.

RELEASE OF CLAIMS AND INDEMNIFICATION FOR USE OF FACILITY

Applicant will be responsible for the proper use and care of the building, facilities, equipment, and grounds of WAIPAHU SOTO ZEN TEMPLE TAIYOJI. For and in consideration of WAIPAHU SOTO ZEN TEMPLE TAIYOJI licensing and allowing the use of the designated rooms, facilities, equipment and/or grounds, Applicant further agrees as follows:

Applicant and his/her/its heirs, personal representatives, successors and assigns do hereby release WAIPAHU SOTO ZEN TEMPLE TAIYOJI and its officers, directors, members, employees, volunteers, agents and representatives, from all actions, injuries, property damage, causes of actions, claims, or demands, which Applicant and his/her/its heirs, personal representatives, successors and assigns, may have against WAIPAHU SOTO ZEN TEMPLE TAIYOJI and its officers, directors, members, employees, volunteers, agents and representatives, for all injuries or damages, known or unknown, as a result of the license, rental and use of WAIPAHU SOTO ZEN TEMPLE TAIYOJI and its building, facilities, equipment and/or grounds.

Applicant agrees to indemnify and save harmless WAIPAHU SOTO ZEN TEMPLE TAIYOJI and its officers, directors, members, employees, volunteers, agents and representatives from and against any and all loss, liability, demands, claims, suits, actions or proceedings, including attorneys' fees and costs, which may be suffered or incurred by or brought against WAIPAHU SOTO ZEN TEMPLE TAIYOJI and its officers, directors, members, employees, volunteers, agents and representatives, for any injuries or damages to any person or property caused in whole or in part by the act or acts, or the omission thereof, by Applicant.

If Applicant is an entity, the person signing below represents that Applicant is a valid legal entity and he/she has the authority to sign on behalf of the entity.

Applicant

Signature: _____ Date _____

Print Name: _____

Title (if entity): _____

Note: This **RELEASE OF CLAIMS AND INDEMNIFICATION FOR USE OF FACILITY** form must be attached to the **APPLICATION FOR USE OF WAIPAHU SOTO ZEN TEMPLE TAIYOJI BUILDINGS, FACILITIES, OR GROUNDS** form.