

Application for Use of Sangha Hall

Honpa Hongwanji Hilo Betsuin, 398 Kilauea Avenue, Hilo, Hawaii 96720

Sangha Hall, 424 Kilauea Avenue, Hilo, Hawaii 96720

1. **Event Date:** _____ **Setup Time:** _____ **Event Time:** _____ **End Time:** _____
2. Before or After Date: _____ Start Time: _____ End Time: _____
3. Approximate # Attendees: _____ Trash Service Company: _____
4. Event Type: Birthday: _____ Graduation: _____ Wedding: _____ Fundraiser: _____ Other: _____
5. **Individual/Organization:** (Print) _____
6. Organization Fed. ID: _____ 7. Organization Type: _____
8. Organization Contact Person: _____ 9. Email: _____
10. Contact Phone: (R) _____ (B) _____ (C) _____
11. Mailing Address: _____ 12. Street Address: _____

13. Consumption of Alcohol: Yes _____ No _____ **Violation of Rules of Operation will result in termination of event and forfeiture of all fees paid. Individual/Contact Signature:** _____
- If YES, Licensed Security Company:** _____ Phone Number: _____

14. Area Requested (**Check all that apply**) **FEE (# of days X rate):**
- [] a. Sangha Hall, each day, number of day(s): _____ \$ _____
- [] b. Sangha Hall Day before (set up only) or day after (clean up only): _____ \$ _____
- [] c. Sangha Hall Early Entry (before 8:30am, day of only) hrs/start time: _____ \$ _____
- [] d. Conference Room, date(s): _____ \$ _____
- [] e. Kitchen, full usage, date(s): _____ \$ _____
- [] f. Kitchen, nominal usage, date(s): _____ \$ _____
- TOTAL RENTAL FEES** \$ _____

Please initial [] **If the event is cancelled by the renter 105 days or less prior to the date of the event, the Deposit is NOT refundable and the Rental Fees refund is prorated. All Rental Fees are due as soon as possible to secure the reservation date(s). Certificate of Liability Insurance, including Security Contract (if applicable) and required documents are due 105 days prior to the date of the event.** If you apply less than 105 days prior to the event, all required fees and documents need to be provided at the time of application. Failure to comply may result in the cancellation of the use of the Sangha Hall. Mail application and payment to Honpa Hongwanji Hilo Betsuin (HHHB) at 398 Kilauea Avenue, Hilo, HI 96720.

Individual/Contact Signature: _____ Date: _____

FOR OFFICE USE ONLY: Application received date: _____

15. Deposit: \$ _____ Receipt #: _____ Received by: _____ Date: _____
16. Fee: \$ _____ Receipt #: _____ Received by: _____ Date: _____
- \$ _____ Receipt #: _____ Received by: _____ Date: _____

17. Approved by: _____ Date: _____

Refund Date:		Refund amount:	Check #
Notes:		Deposit 301502A <input type="checkbox"/>	<input type="checkbox"/>
		301502B <input type="checkbox"/>	
Initials:		Fee/other <input type="checkbox"/>	

Sangha Hall Fee Schedule Honpa Hongwanji Hilo Betsuin

DEPOSIT FEE SCHEDULE*	Concert, Pageant Competition Tradeshow Craft Fair Food Show Fundraiser	Community Government Non-Profit Churches (Non-Profits) (Fed ID#)	Individual Events Birthday Wedding Graduation Funeral Memorial Service
Sangha Hall Deposit	\$1,500	\$750	\$500
Conference Room Deposit	\$ 300	\$100	\$75
Kitchen (full usage) Deposit	\$ 750	\$400	\$300

**If using Sangha Hall and Kitchen (full usage), deposits for both Sangha Hall and Kitchen must be made.
If using Sangha Hall, Conference Room, and Kitchen (full usage), all three deposits must be made.**

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RENTAL FEE SCHEDULE	Concert, Pageant Competition Tradeshow Craft Fair Food Show Fundraiser	Community Government Non-Profit Churches (Non-Profits) (Fed ID#)	Individual Events Birthday Wedding Graduation Funeral Memorial Service
a. SANGHA HALL	\$2,500	\$1,500	\$1,000
b. SANGHA HALL – PARTIAL DAY BEFORE/AFTER 0900-1300	\$1,500	\$ 750	\$ 500
c. SANGHA HALL – PARTIAL DAY BEFORE/AFTER 1300-1700	\$1,000	\$ 400	\$ 300
d. SANGHA HALL – EARLY ENTRY DAY OF (Per Hour)	\$ 200	\$ 100	\$ 100
e. KITCHEN (full usage)	\$1,000	\$ 600	\$ 500
f. KITCHEN – NOMINAL USE (refrigerator/sinks only)	\$ 750	\$ 400	\$ 300
g. CONFERENCE ROOM	\$ 500	\$ 300	\$ 200
h. AFTER 10:00PM Penalty Fee – 10:00PM to 10:30PM	\$ 500	\$ 300	\$ 200
i. Additional Penalty Fee – 15 minutes periods after 10:30pm	\$ 400	\$ 200	\$ 100

- RESERVATIONS:** facilities can be made no more than one (1) year before the event, subject to availability. **Full payment of fees as soon as possible is required to secure the reservation date(s).**
- DEPOSIT:** Deposit(s) and Application are due within ten (10) calendar days of the initial request for a specific event date (if available) to confirm the reservation. If the Application and Deposit are not received within the allotted time frame, the requested event date will be made available to other renters. **The Deposit is NOT refundable if application is cancelled 105 days (or less) prior to the date of the event.**
- PARTIAL DAY:** time slots are fixed and require payment for each separate time slot needed. Day before and after time slot fees are only for setup and cleanup. **The partial day fee does not include the Kitchen or Conference Room.**
- EARLY ENTRY:** for only the day of event and starts before 8:30am, fee is per hour, and partial hours will be charged at the full hourly rate, applies to all rented spaces for that day.
- REFUND of DEPOSIT:** will occur if no damage(s) are observed to Equipment, Facilities, Grounds, Parking Areas, and/or there were no violations as delineated under the “Rules of Operation” and “Sangha Hall Check-in / Check-out” form. If any violation(s) occurs, either part or all the deposit will be forfeited, depending on severity of damages, violations, etc.
- AFTER 10:00PM PENALTY FEE:** will be assessed if the renter requires more time to clean and return the tables and chairs and properly clean the areas of the Sangha Hall that was rented, including the parking lot.
- FEES & DEPOSITS:** paid for events that are cancelled **more than 105 days before the event** will be refunded in full. Fees paid for events that are cancelled within 31 days of the event will not be refunded; fees paid for events cancelled between 30 and 61 days of the event will be refunded 50%; fees paid for events cancelled between 60 and 106 days of the event will be refunded 75%.

Sangha Hall Rules of Operation

Honpa Hongwanji Hilo Betsuin

RULES OF OPERATION:

- a. **Insurance coverage (Certificate of Liability Insurance)** - is required by all users and must be submitted no later than 105 days prior to the event date, unless provisions are made in writing with the Honpa Hongwanji Hilo Betsuin staff.
- b. **Food Safety** - users are responsible for complying with State Department of Health Food Safety regulations to prepare and sell food including but not limited to obtaining permits and having a person onsite that completed the State DOH certification training.
- c. **Incident Reporting** - users are responsible for reporting all incidents that involve injury, sickness, accident, criminal activity, etc., to the Sangha Hall staff. The Users understand that the Sangha Hall staff are required to report the incidents to the property authorities, including the Police Department, Fire Department, Security Company, Insurance Companies, etc.
- d. **Smoking** - is not allowed in the Sangha Hall facility. Smoking outside the facility must be following current State laws and County ordinances.
- e. **Illicit Drugs** - use, selling and/or distribution is strictly prohibited on the property. All violations will be immediately reported to the Police Department.
- f. **Alcohol Consumption** - must be following all current State and County laws and procedures:
 - BYOB (Bring Your Own Booze) constitutes consumption of alcohol and requires the hiring of a licensed Security Company.
 - At no time will alcohol be served and/or allowed to be consumed by anyone under the age of 21 years old.
 - A certified, licensed Security Company must be provided by the user.
 - 1) No consumption of alcohol is allowed outside the building.
 - 2) Copy of Security Contract between user and security firm is required:
 - All events require 2 uniformed security guards.
 - Fundraising events with 250+ participants require 4 uniformed security guards.
- g. **Post Event Clean-up** - includes the following:
 - Clean all tables and chairs used; return tables and chairs to the appropriate racks; return racks to the original location. Return tables and chairs to the original configuration in the Conference Room if used.
 - Wipe all counter tops of areas used, including restrooms, locker rooms, Kitchen and Conference Room.
 - Pickup and disposal of all trash and recyclable from all areas used, including the stage, entryways, restrooms (including women's hygiene items disposal containers), locker rooms, Kitchen, Conference Room and parking lots.
 - Remove and dispose of all trash and recyclable bags from containers in the Hall, restrooms, Kitchen and Conference Room if used. All setup and clean-up trash must be removed from the Sangha Hall property unless prior notice has been provided to HHHB staff of a licensed trash service company being used.
 - Sweep and mop all floor areas used, including the stage, entryways, restrooms, locker rooms, Kitchen and Conference Room.
 - Close and lock all louvered windows; replace appropriate empty trash bags (minimum 40-gal size bags) in trash and recyclable containers in the Hall, restrooms, Kitchen and Conference Room if used.
 - Damaged/missing items/excessive wear will be noted and assessed to the rental deposit.
- h. **Entry/Exit Area Restrictions** – all entry/exit areas (inside and outside of Sangha Hall) will be kept clear of booths, tables, chairs, equipment, merchandise, etc., unless approved by Sangha Hall Staff.
- i. **Additional Conditions and Requirements** - may be imposed as necessary without prior notice.

Violation of smoking, illicit drug, alcohol consumption or any operation rules above will result in the forfeiture of the Deposit and termination of event.

Individual/Contact Signature: _____ Date: _____

Honpa Hongwanji Hilo Betsuin
398 Kilauea Avenue, Hilo, Hawaii 96720
Sangha Hall, 424 Kilauea Avenue

ACCEPTANCE OF LICENSE, LIABILITY AND RESPONSIBILITY
FOR USE OF FACILITY*

I, the undersigned User (individual) and/or on behalf of the organization I represent, will be responsible for the proper use and care of the building, facilities, equipment, and grounds, and for the payment of fees.

The undersigned User (individual) and/or on behalf of the organization I represent, for and in consideration of Honpa Hongwanji Hilo Betsuin licensing and allowing the use of the designated rooms, facilities, equipment and/or grounds jointly and severally agree(s) to indemnify and save harmless the Honpa Hongwanji Hilo Betsuin against any and all loss, liability, demands, claims, suits, actions or proceedings which may be suffered or incurred by or brought against the Honpa Hongwanji Hilo Betsuin for or against any and all loss, liability, demands, claims, suits, actions or proceedings which may be suffered or incurred by or brought against the Honpa Hongwanji Hilo Betsuin for or account of any injuries or damages to any person or property received by any person, directly or indirectly, by in consequence of any act or acts, or the omission thereof, or the undersigned, user (individual) and/or organization.

The undersigned User (individual) and/or on behalf of the organization I represent, further confirms that I, individually and/or on behalf of the organization which I represent, have been specifically informed by the Honpa Hongwanji Hilo Betsuin by signing this document and have knowledge that the facility is prone to roof leaks during the periods of heavy rain and inclement weather. Such roof leaks may have an impact on the event by necessitating the rearrangement of tables and seats, among other things. In this regard, the undersigned agrees to accept the facility in an “as is” condition and shall not seek a reduction in the facility use fees or file any claims or actions against Honpa Hongwanji Hilo Betsuin, or its employees or agents, on the basis that the condition of the facility, caused by the roof leaks and inclement weather, adversely affected the quality or specialness of the event.

I, _____
Print Organization Name

Name: _____
Print Username

Signature: _____

Date: _____

Note: This **Acceptance of License, Liability and Responsibility for Use of Facility** form must be attached to **Application for Use of Sangha Hall** form.

*This is a License for use and therefore revocable.

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Office Use:

Approved: _____

Date: _____