

# **KAUA'I VETERANS CENTER**

**3215 KAUA'I VETERANS MEMORIAL HWY., LIHUE, HI 96766 (808) 246-1135**

## **POLICIES, PROCEDURES, AND GUIDELINES**

Welcome to the Kauai Veterans Center. This building is a private facility. Please take into consideration that this facility is for the exclusive use of the military veterans and active-duty community and that your private function must adhere to all the rules policies, procedures, and guidelines, fire & safety rules, liquor consumption, health & safety regulations, and smoke free ordinance. We, the Management, and the Kauai Veterans Council reserve the right to refuse services. Failure to comply will automatically forfeit your deposit. **Covid protocols are still in place.**

**Preferred Rate:** Veterans/active duty (themselves, parents, grandparents, children, and grandchildren have a preferred rate. A copy of the DD214 or current valid military ID must be provided for proof of status. \*Sponsor and their guests shall not engage in any act intended to facilitate criminal activity, including drug related criminal activity on the premises.

**Common areas:** Common areas such as the restrooms and parking lot can be used by all renters.

**Payment terms:** A deposit is required at the time the reservation is made. It will be refunded 10-15 days after the event. The deposit may be refunded either in full or in part minus any expenses for damages and any violations, losses, extra cleaning expenses, extra rental time, unapproved building, driving, and parking usage, extraordinary (graffiti) maintenance, or repairs. Any charges more than this deposit will be billed to the sponsor/user. Payments for the balances and other services (see attached) are due thirty (30) days prior to the event. Payments may be made by cash or any form of check. There will be a charge of \$50.00 for any returned check due to non-sufficient funds. No credit card, Venmo, or PayPal not excepted at this time.

**Staff:** Security and a site manager are required and is an additional cost. It is required by our insurance company. Normally the charge is for 6 hours 8 am to 2 pm or 5 pm to 11 pm.

**Cancellation:** Notice of cancellation must be in writing sixty (60) days prior to the event. Should you fail to cancel within the 60 days allotted, you will forfeit the full deposit. There will be an admin fee of \$100.00 for the cancellation of the ballroom/hall. There will be a \$50.00 cancellation fee per reserved date for the conference rooms. All deposits will be returned if management must cancel this agreement prior to your event due to circumstances beyond our control.

**Outside Contractors:** All contractors and vendors must meet the standards set forth by this facility i.e.: setup and breakdown, generators (if needed), additional outside set up & lighting.

**Alcohol Consumption:** Absolutely No BYOB. It is the responsibility of the user to obey all applicable laws, including but not limited to the prohibition of serving/sales to minors under the age of 21 and intoxicated persons. It is recommended that your server have a blue card. Valid identification is required for guests of questionable age. NO BYOB guest is not allowed to bring their own alcoholic beverages. NO Bottles allowed including soft drinks or juice. The event will be close immediately, and you will forfeit your deposit if you & your guest fail to comply.

**Entertainment:** All entertainment, for any form of production, including but not limited to sound, lighting, staging, and crew must be approved in advance by management. Band/DJ's must stop playing music by 10 pm. All persons must vacate the property by 11:00 pm. Refer to "Additional Services" for additional information.

**Set Up:** Management reserves the right to adjust and make changes to any setup arrangements for safety reasons. The user may not physically alter the existing space. All furniture must be put back in their original setting after use. All personal property must be removed after each event.

**Outside Tenting:** All tenting at the back adjacent to the building must be approved by the management in advance. The tent cannot be larger than 20 x 40 feet. Cooking must be kept to a minimum. The paved area where the cooking will take place must be protected from oil spills. Cooking oil Must be cooled, stored and disposed of by the renter. An Environmental fine of \$500.00 will be assessed

**Use of the Kitchen:** The kitchen is not certified. Food **prepared** cannot be served to the public. Refer to Department of Health Requirements. All boxes must be flattened. Foil pans to be collected, stacked and disposed of in one trash bag. To prevent clogging, do not pour oil into the sink, do not throw food particles into the drain, and please conserve water; do not let the water flow unnecessarily.

**Decorations:** We suggest that you keep your decorations to a minimum and must be approved by management. NO-Helium filled balloons, NO-confetti filled balloons, confetti, glitter, and birdseed may be used. NO duct tape or masking or double stick, or clear scotch or packing tape or command tapes, NO nails, thumbtacks, or staples may be used to attach decorations. NO painting or applying Velcro on the walls. We ALLOW painters tape, zip ties, string, ribbon, fishing nylon, and floral wire. ALL DECORATIONS MUST BE REMOVED INCLUDING TABLETOPS DECORATIONS and drink containers and paper products.

**Smoking:** Smoking and the use of electronic cigarettes are not allowed in the building. Please use the designated smoking area for your convenience.

**Unattended Children:** The staff of the Kauai Veterans Center are NOT responsible for any unattended children, young adults and for any injuries before, during, and after the event. Liability insurance is required adding Kauai Veterans Center as additional insured if this event is open to the public.

**Security and Safety:** Is mandated by our insurance company. Security person (s) will be on duty during the entire time of the event. We reserve the right to limit the amount of people entering the event to comply with the fire code, crowd control, and parking control. All hallways, aisles, driveways, and parking areas cannot be blocked. For concerts that are held on property, a Licensed, bonded and insured security agency is required.

**Insurance of Liability:** Insurance of Liability is required if your event is open to the public.

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Fees and charges will be an estimated amount until confirmation of rental and services have been agreed upon and party plans have been finalized on or before 30 days prior to the event. Fees and charges are subject to change without notice.

Banners and signage are not permitted to be displayed in any manner on or around the fence and property prior of during the event without approval by the Management and proper permit has been obtained (attach sign permit)

**Acknowledgement:**

Print Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Amount of Deposit rec'd: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
\_\_\_ Cancellation Date Requested on: \_\_\_\_\_  
\_\_\_ Rental \_\_\_\_\_ Caterers: \_\_\_\_\_  
\_\_\_ Add'l Services \_\_\_\_\_ DJ's \_\_\_\_\_  
\_\_\_ Sign/Banner \_\_\_\_\_ Live Band: \_\_\_\_\_  
\_\_\_ Liability Insurance Certificate \_\_\_\_\_ Other Certified Vendors: \_\_\_\_\_  
\_\_\_ Licensed Security Company Contract \_\_\_\_\_  
\_\_\_ Balance due on ( date ): \_\_\_\_\_  
\_\_\_ Copy of Rental Agreement \_\_\_\_\_  
\_\_\_ Copy of Additional Service \_\_\_\_\_ Special Needs: \_\_\_\_\_

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**Reason for Cancellation:**

Refund Approved: Yes \_\_\_\_\_ No (See attached) Security Report: \_\_\_\_\_  
\_\_\_ Ballroom \_\_\_\_\_ Refund Amount: \$ \_\_\_\_\_ Event on \_\_\_\_\_  
\_\_\_ Bathroom \_\_\_\_\_ Check Payable to: \_\_\_\_\_  
\_\_\_ Kitchen \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_ Conference rooms \_\_\_\_\_ ZIP: \_\_\_\_\_  
\_\_\_ Around Building & Pavilion Area \_\_\_\_\_