

**JIKOEN HONGWANJI MISSION
MEMORIAL HALL
RENTAL CONTRACT & GUIDELINES**

ANY PARTY NOT ADHERING TO ANY PART OF THE FOLLOWING AGREEMENT SHALL FORFEIT THEIR FEES AND BE SUBJECT TO SHUT-DOWN OF THE FUNCTION ALTOGETHER BY THE AUTHORITY OF THE MINISTER-DESIGNATED SITE COORDINATOR OR MINISTER ON-DUTY.

1. THE MAXIMUM CAPACITY of the Jikoen Hongwanji Memorial Hall is 250 persons banquet style. (The fire code allows 500 persons).
2. COST FOR THE MEMORAL HALL USE:
 - a. Contact the Reverend Shindo Nishiyama at 845-3422 or 754-3737 to review the entire Contract. Be prepared to make the full payment in cash. Your reserved date for the event will be honored only upon full payment received by the Reverend at the time of the contract review.
 - b. The fee for the hall is **\$1,250.00 CASH** (\$300 cash security deposit will be collected for cleanup and it will be returned to renter when they finish the cleanup at 10:30 p.m.)
3. PAID SECURITY/TRAFFIC
Security personnel shall consist of uniformed police officers.

LESS than 200 guests: One (1) special duty officers stationed in/outside the hall. One police Vehicle (blue light) shall be visible to the street at the front hall parking lot.

- a. MORE than 200 guests: The third uniformed officer shall be stationed at Kapalama Elementary School parking lot.
 - b. The party is responsible for calling Special Duty Office, Honolulu Police Department. An administrative fee must be paid directly to Special Duty Officers Division.
4. ALCOHOL/NON-ALCOHOL FUNCTION. The party is encouraged to sponsor a non- alcohol function especially when it is a youth function. Otherwise, alcohol may be served with the agreement of the Jikoen Hongwanji Mission.
5. ILLEGAL ACTIVITY. There shall be no illegal drugs or illegal activities effected on these premises. Police shall immediately act to remove any

illegal activity. The function may be shut down by the police under the direction of the site supervisor.

6. RESTRICTIONS. There shall be no drinking/eating outside of the hall, in bathrooms or in the parking lot. Smoking is allowed only at entrances where cigarette butt canisters are readily available for proper disposal. There will be no smoking or "hanging-out" in the bathrooms, and the parking lot. Police are required to make regular checks in bathrooms and in the parking lot
7. DECORATING OF ANY AREA shall exclude the use of nails, staples, glue, or any device that may deface or damage the memorial hall in any way. Do not hang decorations on the stage curtain.
8. SETTING UP TABLE AND CHAIRS shall be the responsibility of the party. The party can add or subtract table and chairs for the slated event, but must return the hall to its original set-up at the end of clean-up.
9. ALL MUSIC/PARTYING MUST CEASE by the designated Times:

PARTY/MUSIC ENDS/CLEANUP BEGINS
AT 10:00 P.M.

ATTENTION!

CLEANUP MUST BE FINISHED BY 10:30 P.M. IF OVER 10:30 P.M., YOU WILL BE CHARGED \$100 FOR EVERY 30 MINUTES.

10. LIABILITY OF PERSONAL EFFECTS. The Jikoen Hongwanji Mission shall not be held liable for any and all personal lost or stolen items. Police and the site supervisor are not responsible for personal effects of party goers and minors accompanying party goers.
11. UNOBSTRUCTED DRIVE-WAY. No vehicle of the party or guest shall block the driveway and the minister's garage.
12. The minister may need to exit in an emergency ministerial function. Security shall make sure the driveway is kept clear.
12. ADDITIONAL PARKING IN EXCESS OF 300 GUESTS must rent from Kapalama Elementary School. The party must make arrangements in a timely manner. This is not the Responsibility of the Jikoen Hongwanji. The address is: 1601 N. School Street, Honolulu, Hawaii 96819

13. **CLEANUP.** All spaces including the main hall, stage area, corridors, garden areas, bathrooms (men and women), parking lots, cigarette butt canisters, etc., shall be properly cleaned. The party shall supply their own cleaning agents such as towels, soaps, etc. The Hall has its own mops and brooms.
14. **TRASH TAKE-AWAY.** The party shall supply their own heavy-duty 33 gallon trash bags, dispose of all trash and replenish all trash receptacles with new trash bags (12). All spaces must be swept, mopped and the parking lot cleared of all trash and food litter. **ALL TRASH MUST BE TAKEN AWAY BY THE PARTY TO THE INSIDE OF FENSE (ASK SUPERVISOR).**
15. **THE PARTY MUST COMPLETE THE CLEANING CHECK-OFF LIST WITH THE SUPERVISOR.**
16. **DECORATION AND SETUP OF HALL.** Decoration begins 2: 00 pm only on the day of the party. Adjust your start-party time accordingly. If your decoration time is delayed, please call the Reverend at 754-3737 before hand.

We, the agreed parties, have read and understood all conditions contained in the JIKOEN HONGWANJI OKINAWA MEMORIAL HALL COMMUNITY RENTAL CONTRACT & GUIDELINES. We shall uphold all stated conditions as written, at the risk of forfeiture of monies and/or shut-down or cancellations of function, if any part of this contract is broken as determined by the site supervisor.

Furthermore, we the agreed parties shall not hold the entity of Jikoen Hongwanji Mission, Police officers on duty, supervisor on duty, minister, or any officer, official of the Honpa Hongwanji Mission of Hawaii, or personally liable for any unintended accident, harm, hurt, or grievance(s) having taken place on these premises or related to said stated event on these premises of the Jikoen Hongwanji Mission, 1731 N. School Street.

APPLICATION FORM

Applicant's Name: _____

Second Applicant: _____

Cleanup Assignment: _____
(Print legal Name)

Applicant's Signature: _____

Address: _____

Phone day: _____ night: _____ Cell: _____

Signed contract date: _____

Date of Event: _____ Estimated Guest Count: _____

Uniformed Officers count: _____ Kapalama parking: yes / no

Payment Fee in cash: _____ Receipt#: _____

Decoration & setup of hall 2:00pm only –Phone if later 754-3737

Minister's Signature: _____

Contract signed date: _____

(REVISED September, 2017)