



The Filipino Community Center, Inc.

94-428 Mokuola Street, Suite 302

Waipahu, Hawaii 96797

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Conference Room Rental Policies and Procedures

1. Client(s) is responsible for informing all guests about FilCom Center's Policies.
2. A signed form is required to reserve your function date. All rental fees must be paid no later than 21 days prior to the function date.
3. Any cancellation of event, equipment and other services must be submitted in writing. Cancellation must be received 14 days prior to the date of the event. \$50.00 cancellation fee will be charged if cancellation notice is late or not submitted.
4. \$100.00 Refundable Damage Deposit will be collected from the Client(s) for the use of one of the Conference Rooms. Damage to the building or failure to follow any policies and procedures may result in partial or total forfeiture of your damage deposit. Following inspection of the function, any refundable damage deposit is issued in the form of check by The FilCom Center, usually within 14 days after the date of the function. The damage deposit is an insurance for any damage to the facility caused by but not limited to guests, caterers and vendors. Damage deposit can not be applied to the final payment. ANY VIOLATIONS TO ANY OF THE POLICIES AND PROCEDURES LISTED AND OR MAKING FALSE STATEMENTS ON APPLICATIONS/FORMS WILL RESULT TO FORFEITURE OF ENTIRE DEPOSIT.
5. All fees and charges, including facility and equipment rental fees, overtime, etc. are subject to a state tax of 4.712%.
6. A **\$25 fee** will be charged for any dishonored or returned check. If any check is returned, FilCom Center reserves the right to accept any future payments only in cash or cashier's check.

FilCom Center reserves the right to refuse any reservation due to any returned/dishonored check or stop-payments.

7. Parking within the premises of FilCom is based on availability on a first-come first-served basis. Parking outside of FilCom will be at driver's or owners own risk.
8. Absolutely no food and beverage allowed inside the conference room.
9. The maximum amount of guests allowed at the FilCom Center Conference Rooms is 45 in theater seating configuration.

Client(s) shall not admit to the a larger number of persons than the maximum capacity of the premises rented to insure public health and safety.

Should the function be sited for exceeding the room capacity, Client(s) will be responsible for all and any cost for the citation and any and all attorney or legal fees involved with the citation.

10. Client(s) may arrive 30 minutes prior to the function to set-up but may be allowed earlier set-up with written permission from the FilCom Center.

No nails, hooks, tacks or screws on any surface or furnishing in the area. No tape or other material can be applied to walls, tables or any surface. Client(s) will be held financially responsible for repair and or replacement of any damages or defaced property.

Any damages and extra cleaning due to not complying with any of the above will be assessed a fee and deducted from your damage deposit.

11. The Client(s) is responsible for stacking all the tables and chairs and returning them to their original place. Garbage should be removed.
12. FilCom Center is not responsible for any damages or loss of your personal belongings or left in the Center prior to, during or following the function.
13. FilCom must be informed of any Audio/Visual equipments or device that will be plugged into an electrical outlet. Microwave ovens, popcorn machines, coffee makers and similar appliances are not allowed.

14. FilCom is a SMOKE-FREE facility. In compliance with the smoke-free ordinance passed by the Honolulu City Council, smokers must stay at least 20 feet away from any building entrance, exit or open window. If you're caught smoking in a restricted area, you can be fined up to \$50 for the first violation.
15. Client(s) is fully responsible for any injury to any and all persons arising from the use of the premises by acts of Client(s), its agents, employees, guests, licenses, or invitees. Client(s) shall indemnify, defend, hold and save the FilCom Center harmless from all loss, liability, actions, or damages of every nature and kind arising or caused from or on account of the use of the FilCom Center's premises by Client(s), its agents, employees, guests, licensees or invitees.
16. Client(s) is fully responsible for damages to the premises during the time premises are under the care, Custody, and control of Client(s) or any independent vendor and/or contractor hired by Client(s). Possession or risk of loss of any items left at the FilCom Center by Client(s) shall remain with Client(s). Client(s) specifically waives any claim for loss of damages to such items whether or not caused by any action or omission of the FilCom Center, its agents or employees and shall indemnify, defend, hold and save the FilCom Center harmless therefrom. (Arrangements must be made for security of exhibit, merchandise or artifacts set up for display prior to the planned function.) Client(s) shall be responsible for loss or damage to equipment on loan or rented from the FilCom Center and are under Client(s)'s control or the control of any independent vendor or contractor hired by Client(s). If any such items are lost, stolen, or damaged, Client(s) will be liable for the replacement or repair of the item.
17. Client(s) shall not do or permit to be done anything in or on any part of the building, or bring or keep anything in the building, which will in any way increase conditions of any insurance policy upon the building or any part of the building, or in any way increase the rate of fire or liability insurance upon the building or property kept in the building, or in any way conflict with the regulations of the fire department or with any of the rules, regulations, or ordinances of the City and County of Honolulu or in any way obstruct or interfere with the rights of other tenants in the building or injure or annoy them. Client(s) shall not, without the prior written consent of the FilCom Center, put up or operate any engine or machinery on the demised premises or use oils, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes.
18. Client(s) covenants and agrees to save the FilCom Center harmless and to indemnify the FilCom Center against any and all claims or liabilities for compensation under any state or federal law and/or any other public liability or property damage liability that may arise or accrue by reason of the use by Client(s) of the premises.
19. Client(s) shall abide by and conform to all rules and regulations adopted or prescribed by the FilCom Center for the government and management of the facilities.
20. FilCom Center shall not be responsible nor held liable for failure to carry out arrangements under this reservation should any event occur beyond its control due to industrial disputes or acts of God. Upon return of customer's deposit, in no way will the FilCom be held liable for consequential damages for any nature for any reason whatsoever.
21. The FilCom Center reserves the right to cancel any function for which the above terms of the contract have either not been fulfilled or have been violated prior to or during the function.

I have read and understand the conditions outlined on the FilCom Center Rental Policies & Procedures and agree to comply with said conditions.

Client's Name: _____
Print Name
Signature
Date

Function Date: _____ Contract No.: _____