

Nisei Veterans Committee Facility Reservation Form

(One time use, Form B-1)

Name of organization: _____ Approx. Head
Count: _____
(Scheduled functions must not be for profit.)

Contact Person:

Phone: (____) _____ Cell Phone: (____) _____ E-Mail
Address: _____
Address: _____ City: _____
Zip: _____

Alternate Contact:

Phone: (____) _____ Cell Phone: (____) _____ E-Mail
Address: _____
Address: _____ City: _____
Zip: _____

(Contact person or alternate contact person must be participants and be present during use of facilities.)

Users of the facility will be responsible for:

- **Set-up/take-down of tables, chairs, etc.**
- **Building or traffic security**
- **Making their own arrangements for parking**
- **Removing ALL waste/recycle from the premises or covering the cost of ordering an extra dumpster.**
- **Bringing in their own PA or sound system if needed**

Description of use of the facility: (please include details of any equipment, food, beverages or catering to be brought into the facility.)

Estimated number of attendees: _____

Estimated number of attendees who are NVC members: _____

Person in charge of clean-up: _____ Phone:
(____) _____
(Please refer to the Rules & Regulations' checklist for cleaning, locking & securing facilities.)

Date(s) needed: _____ From _____ AM/PM to
_____ AM/PM

Please check facilities/services to be used _____

Usage Fee

_____ Auditorium/Gym Rental

_____ Lefty's Room /Go For Broke Room

_____ Kitchen including usage of gas ranges

_____ Other (describe) _____

_____ **Rental Fee**

\$200 Damage Deposit

_____ **Total Balance Due**

50% of Usage fee and \$200 damage deposit shall be paid, with separate checks, within seven (7) days of reservation approval. The balance of Usage fee shall be paid in full fourteen (14) days prior to day of event. Non payment will result in cancellation of reservation. Cancellations 30 days in advance of event date will result in a full refund. \$50 will be charged for cancellations less than 30 days prior to event date.

The NVC/NVC Foundation is not liable for any alcohol related damages during or after the event, if alcohol is served. Proof of Liquor Liability insurance must be provided seven (7) days prior to the event.

The NVC does not discriminate or tolerate harassment on the basis of race, color, sex, religion, national origin, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability.

I have read the Rules and Regulations printed on the back of the Use Agreement form and agree to all terms. I agree it is my responsibility to inform all members of my group of the Rules and Regulations. I acknowledge that failure to abide by the Rules and Regulations or failure to pay fees on time can result in forfeiture of immediate privileges and loss of privileges for future use.

Signature: _____ Date: _____

For Office Use Only

Group Priority: _____

Form received by _____ Date received _____

50% Usage fee deposit received on: _____ Amount: _____
Check # _____

Usage fee balance received on: _____ Amount: _____
Check # _____

\$200.00 Damage deposit received on: _____ Amount: _____
Check # _____

Deposit refund approved by _____ Date refunded _____

Card Key Issued to: _____ Date: _____ Card Key Returned: _____
Date: _____