



Princeville *at Hanalei* Community Association

PRINCEVILLE COMMUNITY CENTER - Reservation Agreement

This Agreement is made by the Princeville at Hanalei Community Association ("PHCA") and the user named below. This Agreement covers use of the Aloha Room or Kukui Room within the Princeville Community Center. For single reservations, the date(s) are entered below. For recurring schedules, the calendar year is indicated below and specific dates per quarter are submitted via the Quarterly Date Amendment form.

Agreement Date: _____ Calendar Year (For Recurring Schedules): _____

1. RESERVATION DETAILS

Reservation for: Aloha Room (75 capacity) Kukui Room (20 capacity)

Event / Program Name: _____

Organization (if applicable): _____

Brief Description (for public calendar, 16 words max): _____

For Recurring Schedules, Indicate your regular meeting pattern. Actual dates per quarter are submitted via Amendment.

Date(s)	Day(s) of Week	Start Time	End Time	AV Equipment (Y/N)

AV Equipment (HDTV) required — attach the AV Equipment Rental form.

2. CONTACT INFORMATION

Contact Name: _____ Responsible Party (if different): _____

Mailing Address: _____

Phone: _____ Email: _____

Preferred contact for public calendar: Phone Email Text Other: _____

3. PHCA MEMBERSHIP STATUS

PHCA Member: Yes No If Yes, please indicate: Homeowner Condo Owner Timeshare Owner

Address / Unit / Lot: _____

If No, Sponsor (optional): A sponsor is a current PHCA member who agrees to sponsor your use of the facility at the member rate. Sponsor is expected to be present during your facility use. Sponsor Name: _____

Sponsor Phone: _____ Sponsor Email: _____

4. FEES & DEPOSIT

Fees apply per use and are based on your membership status and day of week. The rental fee must be paid in full, in advance. For recurring rentals, fee is due each quarter upon submission of your Quarterly Date Amendment.

CATEGORY	PHCA MEMBER	NON MEMBER
WEEKDAY RATE	\$15 / HOUR	\$30 / HOUR
WEEKEND & HOLIDAYS	\$25 / HOUR	\$50 / HOUR
REFUNDABLE DEPOSIT	\$40	\$100
A/V EQUIPMENT RENTAL	\$20 FLAT FEE	\$20 FLAT FEE



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Note: A check is required for the deposit. Credit card or check accepted for use fees. A \$30 fee applies to any returned check. Members with delinquent dues or fines are charged the non-member rate.

5. PAYMENT TERMS

Reservations are not confirmed until the use fee and refundable deposit are received.

The refundable deposit is collected and tracked separately from the use fee. Use fees and A/V fees may be paid by check or with credit card, unless otherwise directed by PHCA staff. Additional charges for damage, cleaning, extended use, or rule violations may be deducted from the deposit. Charges exceeding the deposit amount will be billed separately. Refundable deposits are returned following a satisfactory post-event inspection. Please allow up to 21 days for deposit processing.

6. INSURANCE & DISCLOSURES

Food will be served: Yes No Alcohol will be served: Yes No

Insurance is required under the following circumstances:

- Alcohol Service: Liquor liability insurance naming PHCA as additional insured, minimum \$1,000,000 coverage, must be provided prior to approval.
- Events with Special Conditions: Certain activities may require general liability insurance as determined by PHCA.

Proof of required insurance must accompany this Agreement. Use of the facility requiring insurance will not be approved without valid documentation.

7. ACKNOWLEDGMENT OF RULES & REGULATIONS

I acknowledge receipt of, have read, and agree to comply with the Princeville Community Center Rules & Regulations attached hereto as Addendum A for all use of the facility under this Agreement. PHCA reserves the right to cancel any date for any reason.

8. LIABILITY RELEASE & INDEMNIFICATION

PLEASE READ THIS SECTION CAREFULLY. THIS SECTION LIMITS LIABILITY AND REQUIRES INDEMNIFICATION.

By signing below, you release PHCA, its Officers, Directors, Activity Supervisors, employees, agents, or volunteers from all liability for injuries and damages incurred by yourself, family, guests, and invitees during any session under this Agreement and caused by you, your family, your guests, or your invitees. You agree to be financially responsible for all damages caused during any session, and you indemnify PHCA from and against all claims, liabilities, damages, and loss arising out of any injury or death of any person or damage to property occurring in or around the Princeville Community Center during any session or reservation under this Agreement. If alcohol is consumed at any session, you must provide current liquor liability insurance listing PHCA as named insured.

By signing below, you agree to the liability release above and acknowledge you have read and agree to the Princeville Community Center Rules & Regulations attached hereto as Addendum A and will ensure all participants are informed of them.

Signature of Responsible Party

Date

FOR OFFICE USE ONLY

Date Agreement received:		
Date Deposit received:	Amount:	Check #:
Date Use Fee received:	Amount:	Check #:
Date AV Fee received:	Amount:	Check #:
Date Agreement renewed / updated:		
Date Deposit returned (okay to shred):	Staff initials:	



ADDENDUM A - COMMUNITY CENTER RULES & REGULATIONS

Incorporated by reference into the Princeville Community Center Reservation Agreement

The Princeville at Hanalei Community Association (“PHCA”) offers the Princeville Community Center Aloha Room and Kukui Room to host educational, cultural, entertainment, and business functions for its members, guests, and the general public. The Princeville Community Center is a general use facility with privileges for Association Members.

Use of the Community Center is subject to these Rules & Regulations. These Rules & Regulations are incorporated by reference into the Community Center Reservation Agreement.

PART 1. GENERAL INFORMATION & APPLICABILITY

Members whose accounts are delinquent in either their Association Dues or fines must pay the Non-Member fees.

PART 2. ELIGIBILITY & BOOKING RULES

- A. Reservations are secured when the Reservation Agreement is completed in full and both the deposit and use fee are received in the PHCA office. Please make checks payable to PHCA. A fee of \$30.00 will be charged for any returned check. Credit cards or checks accepted for use fees. A check is required for the deposit.
- B. Reservations can be made during normal office hours: Monday–Friday, 8:00am – 3:30pm or by visiting <https://www.myprinceville.org/events-community-center> and filling out the appropriate forms.
- C. The person making the reservation is the party responsible and must be present for the full duration of the function and ensure adherence to the rules of conduct and care of the facility.
- D. Reservations include 15 minutes of set up time prior and 15 minutes of clean up time after the actual event times.
- E. The party responsible and person making the reservation must be at least 18 years old.
- F. Reservations cannot be made for third party use.

PART 3. RESERVATIONS, PAYMENTS & CANCELLATIONS

- A. Cancellation of a reservation prior to 3 business days before the event will result in a full use fee and deposit refund. Cancellation within 3 business days of the event forfeits the use fee. For reservations of 2 or more days a cancellation is required 21 days before the event date to receive a refund of the use fee and deposit.
- B. If you are using PHCA Audio/Visual equipment, you are required to test the equipment at least 3 days prior to your event to ensure there are no last-minute difficulties. Please make an appointment with staff.
- C. Recurring use: reservations are accepted quarterly for a maximum of 3 months for recurring classes or groups. Extension of recurring use reservations can be made 45 days prior to the new Reservation Period. The use fee for recurring events must be paid in full, in advance.
- D. Established classes that have been in operation for 1 full year or longer will be granted their usual reservation times. Other recurring classes will not be able to book these established times. One-time events will be permitted to schedule any date and time subject to availability. The Princeville Community Center is open to the community at large so please understand if there are occasions when rooms are not available. PHCA reserves the right to cancel a date if extenuating circumstances require use of space.
- E. One-Time reservations: PHCA Members can book one-time events up to 6 months in advance. Non-members can book events up to 3 months in advance.

PART 4. OCCUPANCY & CAPACITY

- A. Kukui Room is capacity for 20 people. Chairs and tables are available at no charge.



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- B. Aloha Room capacity is 75 people or the limit set by the Fire Marshal. Chairs and tables provided.
- C. Overflow: occupancy extends only to the room that has been reserved. Classes, meetings, or parties are not allowed to overflow into adjoining rooms or offices. Some outdoor spaces may be used; please consult with PHCA staff regarding outdoor space use.

PART 5. HOURS OF OPERATION

- A. The Aloha Room and Kukui Room are available for use from 7:00am to 9:00pm Monday – Sunday.
- B. The Community Center parking lot must be vacated by 9:30pm.

PART 6. USE, CONDUCT & BEHAVIOR

- A. Noise: the community center is a public facility in a residential neighborhood. Please be considerate and extend aloha to our neighbors. Noise generated should not be audible by the neighbors.
- B. Fire: no candles or open flames are permissible at any time. A fire extinguisher is in the Aloha Room; please become familiar with its instructions for use.
- C. The Parking Lot is not a function area or place to extend meetings. Loitering is not permitted.
- D. Smoking is prohibited throughout the facility and near entrances. Federal, State and County laws apply.
- E. Food may be served within the facility. Any damage or cleaning required because of food service will be deducted from the deposit or billed in the case that charges exceed the deposit amount. No stove or oven is available. Do not bring cooking and heating appliances. Food preparation should not take place in the rooms. There is a small counter for serving food and a small sink for cleanup and rinsing. There is no garbage disposal. Grills may be used outside the building at a safe distance from the building.
- F. Alcohol is permitted with proper liquor liability insurance listing PHCA as named insured and proof of such coverage. Required coverage is a minimum of \$1 million. This can be a certificate from your Homeowner's Insurance carrier. Sale of alcohol is prohibited. Proof of Insurance must accompany your Reservation Agreement.
- G. Decorations: tape is not to be used on the walls as it will remove the paint. All other surfaces are okay to decorate.
- H. Age: events with participants less than 18 years of age must have enough adult supervision to ensure safe and secure participation by all occupants. Please keep a close eye on young children.
- I. No Pets Allowed: domestic dogs and pets are prohibited inside the PHCA facilities. Qualified Service Dogs are allowed. Please read and be familiar with the PHCA Pets Policy.
- J. Banners/Signage: a sign or banner may be set up the morning of the event and removed at the close of the event. Place them either on the hill alongside Ka Haku Road or between the signs outside the room.

PART 7. PROHIBITED USES

- A. Any use that violates Federal, State, or County laws, or PHCA rules.
- B. Any activity exceeding 75 people inside the building at any time.

PART 8. INSURANCE REQUIREMENTS

- A. All users will be required to sign liability and waiver agreements.
- B. Group events that may have special conditions require proof of additional insurance coverage for that event or group.
- C. If alcohol will be served, see insurance requirements above.

PART 9. CLEANING, CLOSING & CARE OF THE FACILITY



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- A. Basic Guideline: leave the space (indoors & outdoors) in as good or better condition as you found it.
- B. PHCA does not provide daily cleaning in the Community Center. Therefore, it is essential that the facility is thoroughly cleaned after each use. Basic cleaning supplies are provided to wipe down surfaces. When food is served, you will need to bring your own additional cleaning supplies. Please allow time for this in your reservation.
- C. Trash: pick up and remove all trash. Remove any decorations completely. No dumpster exists at the facility. Trash cans/dumpsters at local condos or in the park are not to be used for trash disposal at any time.
- D. Floors: sweep floors in the Aloha Room using the sweeper and dustpan by the water fountain. For the Kukui Room use the vacuum, including the hallway leading to the restrooms. A vacuum cleaner is provided.
- E. All tables and chairs must be returned to the storage closet.
- F. Bathrooms: please check that the bathrooms are picked up, all toilets are flushed, and lights are turned off.
- G. Close and lock all doors and windows. Double check that they are locked securely. If you have any difficulties, please inform Patrol or the office staff.
- H. Turn off all the lights and fans. Be sure all the fans are off before leaving (switches on 4 walls). Please help us conserve energy.
- I. Complete all closing tasks even if there is another event after yours.

PART 10. CHECK-IN, CHECK-OUT & PATROL

- ❖ The PHCA staff will open and close the facility for your event. If your event is outside the PHCA office hours (8:00am–3:30pm, Monday–Friday), please call Patrol to open and close the facility. Please allow 15 minutes for Patrol to arrive after your call is placed.
- ❖ For security reasons you must be present to meet with Patrol for checking in and out.
Princeville Patrol: 808-826-6181.

PART 11. DAMAGES, ENFORCEMENT & CHARGES

Damage or cleaning charges will be determined by PHCA's General Manager. Damages in excess of the deposit amount will be billed to the member's account in the case of PHCA Member users and billed directly to the applicant in the case of non-member users.

Deposits will only be refunded to the party responsible for making the reservation. Patrol will not return any deposits. The deposit is refunded after passing a room inspection. Please allow up to 21 days to receive a deposit refund.

PART 12. ACKNOWLEDGMENT

Mahalo for your part in keeping the Princeville Community Center a welcoming and comfortable event space for the community.

By initialing below, I confirm that I have read and agree to the Rules & Regulations set forth in this Addendum A.

Initials: _____ Date: _____