



# Princeville *at Hanalei* Community Association

Enhancing the Quality of Life and Princeville Experience for its Members

## PRINCEVILLE COMMUNITY CENTER RESERVATION AGREEMENT

This Agreement is made by the Princeville at Hanalei Community Association ("PHCA") and the person or organization named below with respect to the requested use of the Aloha Room or the Kukui Room within the Princeville Community Center, owned and operated by PHCA.

**1. EVENT INFORMATION (Event Name):** \_\_\_\_\_

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

AV Equipment (HDTV) - Please attach the AV Equipment Rental form.

Date(s): \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_ (event times promoted on public calendar)

Description for Public Calendar (16 words max): \_\_\_\_\_

**2. Person/Organization name:** \_\_\_\_\_

Responsible party (if different): \_\_\_\_\_

Mailing address: \_\_\_\_\_ City / State / Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Preferred contact for public calendar:  Phone  Email  Other: \_\_\_\_\_

**3. PHCA MEMBERSHIP STATUS**

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

Address / Unit / Lot: \_\_\_\_\_

**4. FEES & DEPOSIT**

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

**5. PAYMENT TERMS**

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



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The refundable deposit is collected and tracked separately from the use fee. Use fees, deposits, and A/V fees may be paid by check, cash, or 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:*

If alcohol will be served, the applicant must provide liquor liability insurance naming PHCA as an additional insured, with minimum coverage of \$1,000,000, prior to approval of the reservation.

- *Events with Special Conditions:*

Certain group events or activities may require general liability insurance as determined by PHCA, in accordance with the Community Center Rules & Regulations.

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

## 7. ACKNOWLEDGMENT OF RULES & REGULATIONS

I acknowledge receipt of the Princeville Community Center Rules & Regulations, understand that they govern use of the facility, and agree to comply with them. For recurring classes and groups, PHCA reserves the right to cancel a 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, or its Officers, Directors, Activity supervisors, employees, agents or volunteers of all liability for injuries and damages incurred by yourself, family, guests, and invitees during the period of your reservation and which is caused by you, your family, your guests or your invitees. Further, you agree to be financially responsible for all damages caused by yourself, family, guests, and all invitees using the PHCA Community Center and related facilities during the period of your reservation, including any additional charges required. 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 or loss or destruction of property occurring in or around the Princeville Community Center during the period of your reservation. Note: If any alcohol is consumed, you must obtain additional liquor liability insurance listing PHCA as named insured and provide proof of such coverage.

By signing below, you agree to the liability release above and acknowledge you have read and agree to the PHCA Community Center General Rules and Regulations attached and will ensure, as the party responsible of the event, that all people attending will be informed of the PHCA Community Center General Rules and Regulations.

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 #: \_\_\_\_\_

Additional Use Fee received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Additional Use Fee received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Date Deposit returned (okay to shred): \_\_\_\_\_ Staff initials: \_\_\_\_\_



## COMMUNITY CENTER RULES & REGULATIONS

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 PHCA 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 Group 2 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 are accepted through Square. Cash is 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.
- C. The person making the reservation is the party responsible and must be present for the full duration of the function and assure 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 as shown in section below. 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 in Group 1 can book one-time events up to 6 months in advance. The public and others in Group 2 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.
- B. Aloha Room capacity is 75 people or the limit set by the Fire Marshal. Chairs and tables provided.



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- 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**

- A. Basic Guideline: leave the space (indoors & outdoors) in as good or better condition as you found it.



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- 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 Group 1 users and billed directly to the applicant in the case of Group 2 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.