



# 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.

#### APPLICANT INFORMATION:

Name of Event: \_\_\_\_\_

Reservation for: ☐ Aloha Room (75 capacity) ☐ Kukui Room (20 capacity)  
☐ AV Equipment (HDTV or projector) ~ Please attach the AV Equipment Rental form.

Day of the Week: \_\_\_\_\_ Date(s): \_\_\_\_\_  
Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ (actual times for promotion)

Person/Organization Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Indicate the preferred contact phone for promotion: ☐ Home ☐ Work ☐ Cell

Email Address: \_\_\_\_\_

Description of Event and Cost: Please provide 2 brief lines (maximum of 16 words) to be used for promotion:

Event COST=\$\_\_\_\_\_ Description=\_\_\_\_\_

Note\* For recurring classes and groups the PHCA reserves the right to cancel a date if extenuating circumstances require use of the space.

#### 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: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**APPLICANT INFORMATION:**

PHCA Member:    ☐ Yes    ☐ No

For PHCA Members:   ☐ Homeowner    ☐ Condominium Owner    ☐ Timeshare Owner

Address or Unit/Lot # or Condominium/Timeshare Name/Unit #: \_\_\_\_\_

Estimated number of Guests to Attend: \_\_\_\_\_

Food will be Served:    ☐ Yes    ☐ No

Alcohol will be Served:    ☐ Yes    ☐ No

(Please see requirements in the General Rules and Regulations; Part Two, Section IV, Item F.)

If Yes to either item above, please explain: \_\_\_\_\_

If Yes, your proof of Insurance coverage must accompany this application.

**LIABILITY RELEASE:**

**PLEASE READ THIS FORM CAREFULLY. IT LIMITS OUR LIABILITY AND REQUIRES YOU AND YOUR ORGANIZATION TO INDEMNIFY Princeville at Hanalei Community Association AGAINST LIABILITY FROM YOU and/or YOUR MEMBERS' USE OF THE FACILITY.**

By signing below you release PHCA, or its Officers, Directors, Activity supervisors, employees, agents or volunteers of any and all liability for injuries and damages incurred by yourself, family, guests, and invitees during the period of your reservation while on the PHCA property or in the Community Center. Further, you agree to be financially responsible for any and all damages caused by yourself, family, guests and all parties using the PHCA Community Center and related facilities during the period of your reservation, including any additional charges required. Last, you indemnify PHCA from and against any and 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 Community Center during the period of your reservation. **Note:** If any liquor is consumed, you must obtain additional liquor liability insurance listing PHCA as named insured and provide proof of such coverage. (Please see insurance requirements in the General Rules and Regulations; Part Two, Section IV, Item F.)

**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 responsible party of the event, that all persons attending will be informed of the PHCA Community Center General Rules and Regulations.**

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date



# Princeville *at Hanalei* Community Association

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## **PRINCEVILLE COMMUNITY CENTER**

### **GENERAL RULES AND REGULATIONS**

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

#### **Part One: General Information**

<b>Room Fees:</b>	<b>GROUP 1</b>	<b>GROUP 2</b>
	<b>PHCA Members</b> , determined by: 1. Homeowner - names on deed 2. Condo owner - names on deed 3. Timeshares - ten passes allocated to each association for all units	<b>General Public</b> not qualifying as Group 1 Members. Renters of any unit owned by a Group 1 Member.
Deposit	\$20	\$100
Use Fee- 0-2 hours	\$15	\$30
2-5 hours Weekend & Holiday Supplement Fee	\$25 \$15 additional (\$40 total)	\$45 \$25 additional (\$70 total)
5 hours and over Weekend & Holiday Supplement Fee	\$60 \$15 additional (\$75 total)	\$85 \$25 additional (\$110 total)
5 hours and over for 2 or more days Weekend & Holiday Supplement Fee	\$125 *with prior PHCA approval \$25 additional (\$150 total)	\$125 *with prior PHCA approval \$25 additional (\$150 total)

Members whose accounts are delinquent in either their Association Dues or fines must pay the Group 2 fees.

#### **Part Two: Rules and Regulations**

##### **I. Reservations**

- 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. Checks can be made payable to 'PHCA'. A fee of \$10.00 will be charged for any returned check. Credit cards not accepted. Cash is accepted for Use Fees. A check is required for the Deposit.
- B. Reservations can be made during normal office hours: 8.00am – 3.30pm Monday-Friday.
- C. **The person making the reservation is the responsible party.** They 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 (in most cases).
- E. Age - A person must be 18 years of age or older to make a reservation.

- F. Cancellation of a reservation prior to three business days before the event will result in a full use fee and deposit refund. **Cancellation within three 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 have the use fee and deposit refunded.
- G. Reservations cannot be made for third party use.
- H. If you are using our Audio/Visual equipment we require that you come in and test the equipment at least three (3) days prior to your class or event to ensure there are no last-minute difficulties. Please make an appointment with staff.
- I. 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.

<b>Calendar Open to Extend Recurring Classes:</b>	<b>Reservation Period:</b>
November 15	January - March
February 15	April – June
May 15	July – September
August 15	October – December

- J. 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 K below. Part of our purpose is allowing the community at large to use our facilities so we ask for your understanding if there are occasions when rooms are not available. The PHCA reserves the right to cancel a date if extenuating circumstances require use of the space.
- K. One-Time Reservations – PHCA Members in Group 1 can book one-time events up to six (6) months in advance. The general public and others in Group 2 can book events up to three (3) months in advance of the current date.

<b>Reservations for One-Time Events:</b>	<b>GROUP 1 PHCA Members</b>	<b>GROUP 2 General Public</b>
	6 months in advance	3 months in advance

## II. Occupancy

- A. Kukui Room – accommodates up to 20 persons. Chairs and tables provided.
- B. Aloha Room – accommodates up to 75 persons, 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. Outdoor spaces may be used.

## III. Hours of Operation

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

## IV. Use and Behavior

- A. Noise - This is a public facility in a residential neighborhood. Be considerate! Noise generated should not be audible by the neighbors.
- B. Fire – No candles or open flames are permissible at any time.
- C. Parking Lot - The parking lot is not a function area or place to extend meetings. Loitering is not permitted.
- D. No Smoking – Smoking is prohibited throughout the facility and near entrances. Federal, State and County laws apply.
- E. Food - Food may be served within the facility. Any damage or cleaning required as a result of food service will be deducted from the deposit or billed in the case that charges exceed the deposit amount. No stove, oven, or microwave 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 clean up and rinsing. There is no garbage disposal. Grills may be used outside the building at a safe distance from the building.

- F. Alcohol Consumption - Permitted with proper additional liquor liability insurance listing PHCA as named insured and proof of such coverage. The coverage should be for a minimum of \$1million. 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 - All events having 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 by Ka Haku Road or between the signs outside the room. No sandwich boards are allowed.

#### V. Prohibited Uses

- A. Any use that violates any Federal, State, County or local laws.
- B. Events whose parking requirements exceed those at Prince Albert Park, e.g. craft fairs.
- C. Any activity exceeding 75 persons inside the building at any time.

#### VI. Insurance and Waivers

- 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 in Section IV, Item F.

#### VII. Cleaning and Closing the Room

- A. Basic Guideline - Leave the space (indoors & outdoors) in as good or better condition than 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 dust pan by the water fountain. For the Kukui Room use the vacuum, including the hallway leading to the restrooms. A vacuum cleaner is provided.
- E. Tables and Chairs - All tables and chairs must be returned to the storage closet. Please store them properly as shown in the pictures provided inside 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.

#### VIII. Checking In/Out

- A. **The PHCA staff will open and close the facility for your event. The PHCA office hours are 8.00am-3:30pm Monday-Friday. If your event is during office hours, check in and out with the office staff. If your event takes place or ends outside of regular office hours, you must call Patrol to open and/or 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. ~ Patrol (808-826-6181)**
- B. Damage/Cleaning 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.
- C. Deposits will only be refunded to the responsible party making the reservation. Patrol will not return any deposits. Deposits for recurring classes are processed and put into the Association bank account when received. They are returned after passing a room inspection. Please allow up to 21 days to receive a deposit refund.

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