



MEETING ROOM RESERVATION AGREEMENT

Name: _____ Unit #: _____

Day/Date of Event: _____ Time: 10am-2pm [] 2pm-6pm [] 6pm-10pm []

Type of Event _____ (ONLY NON-COMMERCIAL EVENTS PERMITTED)

Number of persons attending this function (maximum is 45): _____ Phone: _____

Fees: You may request by phone or on-line that your desired time be held for 48 hours to give you time to get to the office. In order to confirm the reservation, please deliver this signed form to the Management Office with two (2) checks payable to the Hawaii Kai Peninsula. Fees must be paid within 48 hours of booking your reservation.

\$25.00 - Non-refundable usage fee

\$250.00 - Security/cleaning deposit: Refundable only if the room is left clean, undamaged, and all rules are abided by. (Any cleaning/damage fees, and/or Fines, plus \$5.00 handling fee will be deducted from the deposit)

BY SIGNING BELOW, I AGREE / WILL ADHERE TO THE FOLLOWING CONDITIONS FOR USE OF THE MEETING ROOM FOR MY EVENT:

The pool area is not included in this reservation. No pool parties allowed. Only 4 guests per unit may use the pool at one time.

As host/resident, I agree to be in attendance at all times during the function. I acknowledge that I am responsible for supervision and conduct of children and guests.

My gate access code (main gate only) will ring my cell phone for this event (if it is not already the registered phone number for my unit for entry). I WILL NOT post the code at the gate.

Guests are to park in "Guest" parking stalls or unassigned street parking stall only. Vehicles not parked in parking stalls will be cited and/or towed at the owner's expense.

I understand that use of BBQ #2 is available for cooking only.

Nails, thumbtacks, screws, etc. will not be used to hang decorations.

Before the end of my event time slot, I will clean the room, reset tables and chairs if necessary, remove all rubbish and vacate the room on time for the next user. If I extend into the next time slot, I may be charged additional fees.

If I leave the room clean and undamaged and all rules are abided by, my deposit will be returned.

I agree that the Hawaii Kai Peninsula is a residential community and thoughtful consideration of other residents is expected. Loud, unseemly or inebriated behavior will be a breach of contract. Instruments, pedestal speakers, live music, televisions, etc., are NOT ALLOWED.

I agree to any fines or restrictions resulting from my failure to uphold this agreement and HKP House rules.

HKP is NOT responsible for the sobriety of persons attending or departing any function(s) held on property.

Signature: _____ Date: _____

(I understand that my initials and signature confirm agreement with all of the above conditions)

Received by Office: _____ Date: _____

Deposit Returned: _____ Date: _____



Meeting Room Check Out List

- 1) Floors swept, stains and spills cleaned up.
- 2) Counters, sink, stovetop, oven, and microwave cleaned.
- 3) Refrigerator/freezer cleaned and all items removed.
- 4) Chairs and tables cleaned and neatly arranged.
- 5) Trash removed from the room. Decorations removed.
- 6) No trash left outside of the bins at the rear of the building.
- 7) All sliding doors and main doors closed and locked.
- 8) All sliding door screens intact.
- 9) Mop, bucket, strainer, broom, and dustpan returned in good condition and placed in the storage unit.
- 10) Meeting room vacated on time.
- 11) Keys returned to Security or Management Office.