

Princeville *at Hanalei* Community Association

Enhancing the Quality of Life and Princeville Experience for its Members

PRINCE ALBERT PARK

EVENT 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 Prince Albert Park at the Princeville Community Center, owned and operated by PHCA.

APPLICANT INFORMATION:

Description of Event: _____

Reservation for: Day of the Week: _____ Date(s): _____

Start Time: _____ Finish Time: _____

Person/Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

By signing below you acknowledge that: 1) you have read and agree to the reservation rules, 2) you agree to the liability release below and 3) you have received a copy of the rules and liability release.

Signature of Responsible Party

Date

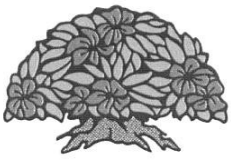
FOR OFFICE USE ONLY

Date Agreement Received: _____ Calendared: _____

Date Deposit Received: _____ Amount: _____ Check #: (Log) _____

(Date Use Fee Received: _____ Amount: _____ Check #: _____

Date Deposit Returned (Okay to Shred): _____ Staff Initials: _____



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RESERVATION RULES:

- Use Fee & Deposit required to secure the booking:
Non-profit organizations: \$200 use fee and \$500 Security Deposit.
For-profit organizations: \$100 per hour and \$500 Security Deposit.
Please provide in 2 checks made payable to PHCA. The deposit is returned after the event barring any damage or issue occurring.
- Liquor consumption is strictly prohibited on Park grounds. Persons seen with alcoholic beverages will be asked to leave.
- A liability insurance certificate (COI) listing the Princeville Community Association (PHCA) as an additional insured must be submitted to secure the reservation.
- All trash bags or containers, decorations and any other type of rubbish are to be taken with you upon leaving the park.
- The responsible party must ensure that the park area used and/or restrooms will remain in a clean and orderly condition after use.
- The responsible party is fully responsible for the condition of the park area used and/or the restrooms, and/or for the behavior of those individuals whom they allow to enter and/or use said area. (Note, you are not responsible for the behavior of those not attending your event.)
- The responsible party assumes responsibility for any loss or damage to equipment, tents, etc. set up at the Prince Albert Park and/or in the Community Center.
- **Call Patrol at 808-826-6181** before leaving the park so they may verify compliance with the terms of this agreement.

LIABILITY RELEASE:

By signing above, you release PHCA of any and all liability for injuries and damages incurred by yourself, family, guests, and invitees during the reservation period while at Prince Albert Park, PHCA property or in the Community Center. Further, you agree to be financially responsible for any and all damages caused by yourself, guests and all parties using the PHCA 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 park and Community Center during the reservation period.

Description of Event: _____

Reservation for: Day of the Week: _____ Date(s): _____

Person/Organization Name: _____