



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) - Please attach the AV Equipment Rental form.

Day of the week: _____ Date(s): _____

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

Person/Organization name: _____

Responsible party (if different): _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Cell phone: _____ Other phone: _____

Email address: _____

Preferred contact for public calendar: ☐ Cell ☐ Other phone ☐ Email

Description of event and cost published on the public calendar:

Event cost per person \$ _____ Description (16 words max): _____

**Note: For recurring classes and groups, 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 (okay to shred): _____ 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 & 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.

Required:

- ☐ Check the box to acknowledge receipt of the Princeville Community Center General Rules & Regulations and agree to abide by them.

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 and which is caused by you, your family, your guests or your invitees. Further, you agree to be financially responsible for any and 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 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 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. (Please see insurance requirements in the General Rules & 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 COMMUNITY CENTER GENERAL RULES & REGULATIONS

The Princeville at Hanalei Community Associations (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.

Part One: General Information

ROOM FEES	GROUP 1	GROUP 2
	PHCA Member , determined by: 1. Homeowner - name on deed 2. Condo owner - name on deed 3. Timeshares - ten passes allocated to each association for all units	General Public not qualifying as Group 1 PHCA Members. Renters of any unit owned by a Group 1 PHCA Member.
DEPOSIT	\$20	\$100
USE FEE depends on usage time:		
0-2 hours	\$15	\$30
2-5 hours; Weekend & holiday supplement fee	\$25 add \$15 (total \$40)	\$45 add \$25 (total \$70)
5 hours and over; Weekend & holiday supplement fee	\$60 add \$15 (total \$75)	\$85 add \$25 (total \$110)
5 hours and over for 2 or more days; Weekend & holiday supplement fee	\$125 *with prior PHCA approval add \$25 (total \$150)	\$125 *with prior PHCA approval add \$25 (total \$150)

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

Part Two: Rules & 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. 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 responsible party 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 responsible party and person making the reservation must be at least 18 years old.
- F. 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.
- G. Reservations cannot be made for third party use.
- H. 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.



- 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.

Calendar Opens for Recurring Classes	Reservation Period
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. 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 the space.
- K. One-Time reservations: PHCA Members in Group 1 can book one-time events up to 6 months in advance. The general public and others in Group 2 can book events up to 3 months in advance.

Reservations for One-Time Events	GROUP 1 PHCA Members	GROUP 2 General Public
	6 months in advance	3 months in advance

II. Occupancy

- A. Kukui Room capacity is 20 persons. Chairs and tables are available at no charge.
- B. Aloha Room capacity is 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. Some outdoor spaces may be used; please consult with PHCA staff regarding outdoor space use.

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 Community Center parking lot must be vacated by 9:30pm.

IV. Use & 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 located 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 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 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 \$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: 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.

V. Prohibited Uses

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

VI. Insurance & 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 & 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 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.

VIII. Checking In/Out

- A. 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.**
- B. 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. The deposit is refunded 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.**