

## RESERVATION REQUEST FORM

### OWNER GUIDELINES FOR PAVILION RESERVATIONS

1. An owner, who desires to have a group activity of sixteen (16) or more, may reserve the Pavilion, through the Ekahi office, for private social gatherings only, between the hours of 4:30 p.m. and 10:00 p.m. At least two (2) Board members must approve groups of over thirty (30) attending. It may not be used for any business or any organization of a political, civic or philosophical nature. It may not be reserved between December 15 through January 3<sup>rd</sup>, or during one (1) week prior to or one (1) week after the Ekahi annual owner's meeting – normally held in February of each year. The Pavilion cannot be reserved more than once a month by the same host. **A non-refundable usage fee of \$100.00 will be charged at the time of the reservation.**
2. The pool and pool deck will remain open to all Ekahi residents. The barbecue will also remain open, if not specifically reserved for your use.
3. All music must cease by 9:30 p.m. **NO LOUD MUSIC OR NOISE.**
4. Access from the Keawakapu parking area to the Kitchen, will only be provided by Ekahi personal. You are responsible for manning the other Keawakapu access gate. The gate should not be propped open or left unattended.
5. Groups may not exceed sixty (60) persons.
6. An owner may reserve the Pavilion no earlier than one (1) year in advance and no later than three (3) days in advance of the social event.
7. The owner sponsoring the social event must be in attendance at all times.
8. No furniture or equipment may be removed from the Pavilion or Kitchen, and the host will instruct their guests on the parking restrictions and regulations.
9. Only plastic glasses and decanters may be used. Beer, wine and other bottles or containers are permitted within the Pavilion only. No glass of any kind is permitted on the pool deck or the pool area.
10. **A \$250.00 cleaning deposit is required at the time of the reservation request** and is refundable, if the Pavilion is cleaned according to the guidelines listed in #11., and there are no damages.
11. The host of the social event is responsible for the following cleaning procedure, which is to be done immediately at the closing of the event:

- All trash must be put into proper receptacles located at the Bldg. 7 parking lot. Install new trash bags, provided by Ekahi, in all trashcans that were used.
  - Pick up and dispose of any trash and debris around the vicinity.
  - Clean the barbecue grill, stoves, ovens and microwaves, if used.
  - Sweep floor of Pavilion and Kitchen.
  - Clean and empty refrigerators.
  - Clean all counter tops.
  - Return all furniture to its original location.
12. If the Ekahi staff is required to perform the above cleaning tasks, the host will forfeit \$150.00. The remainder of the deposit will be refunded, unless required to compensate for damages. If damages exceed the deposit, the host will be responsible for the additional amount.
13. Whenever Association owned equipment is used, anything missing or damaged will be immediately replaced or repaired by the Association using the deposit. Should damages exceed the deposit amount, the host will be billed for additional costs related to their reservation.

I have read the Pavilion Rules and understand that my \$100.00 usage fee is not refundable and that \$150.00 of my \$250.00 cleaning deposit will be forfeited, if the Pavilion and Kitchen are not properly cleaned. I also understand that I am responsible for the repair or replacement of any damaged or missing furniture or equipment. I also certify that I will be in attendance at this social event, at all times.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**WAILEA EKAHI ASSOCIATION OF APARTMENT OWNERS  
RESERVATION REQUEST BY OWNER**

NAME \_\_\_\_\_ APT. # \_\_\_\_\_ EVENT DATE \_\_\_\_\_

UNIT PHONE # \_\_\_\_\_ OTHER CONTACT # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ NO. IN PARTY \_\_\_\_\_

TIME FOR EVENT \_\_\_\_ P.M. TO \_\_\_\_ P.M. EVENT TYPE \_\_\_\_\_

**FACILITIES RESERVED:**

BBQ \_\_\_\_\_ MICROWAVE \_\_\_\_\_ SERVING TABLES \_\_\_\_\_ RANGES \_\_\_\_\_

COFFEE URN \_\_\_\_\_ PERSONNEL FOR GATE TO KITCHEN \_\_\_\_\_

**SEPARATE CHECKS SHALL BE PROVIDED FOR THE USAGE FEE AND THE DEPOSIT. THE DEPOSIT CHECK SHALL BE DATED THE ACTUAL DATE OF THE EVENT.**

USAGE FEE OF \$ \_\_\_\_\_ received on \_\_\_\_\_ by \_\_\_\_\_

DEPOSIT OF \$ \_\_\_\_\_ received on \_\_\_\_\_ by \_\_\_\_\_

The deposit is refundable if the Pavilion and Kitchen are cleaned in accordance with the guidelines that are attached to this request.

APPROVED BY \_\_\_\_\_

General Manager

BOD

BOD

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The Pavilion and Kitchen were properly cleaned and the deposit was returned to:

\_\_\_\_\_ on \_\_\_\_\_

Name

Date

Check Destroyed On: \_\_\_\_\_ By \_\_\_\_\_

The deposit was not returned because the Pavilion and Kitchen were not properly cleaned, and/or there was damage to Association equipment.

**COMMENTS**

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General Manager