

FAIRWAY VILLAGE AT WAIKELE

RECREATION CENTER RESERVATION AGREEMENT

(Revised/Approved June 26, 20080)

**Who may reserve the recreation center and usage:**

- Only owner occupants of Fairway Village may reserve the recreation center for conducting private social functions.
- The center is NOT to be used for commercial, sales or soliciting purposes.
- Exception: Only owner occupants may use the center for garage sales.

**Reservation Procedures:**

- To make advance reservations contact the Site Manager (808-676-7261).
- Reservations will be accepted on a first come, first serve basis.
- Provide your name, Unit #, contact phone #, date and time of event.
- The Site Manager will contact you within 24 hours, if date and time has already been reserved.
- Reservations may be made up to three (3) months in advance.
- Reservation times for events are between 9:00 a.m. to 9:00 p.m.
- Maximum time allotted for usage is six hours per day, including set & cleanup.
- A One-Hundred Twenty-Five (\$125.00) dollars deposit is required within 72 hours after making the reservation or your scheduled time will be cancelled.

**Cancelations:**

- You may cancel two (2) weeks prior to the date reserved or deposit will be forfeited.
- If check deposit is not received withing 72 hours after making the reservation, the reservation is automatically canceled.

**Deposit:**

- The deposit must be received withing 72 hours after making the reservation, in order to confirm and hold the reservation.
- Make check payable to: Fairway Village at Waikele AOA and hand deliver it to the Site Manager.

**Deposit Refund:**

- The entire deposit will be refunded withing five (5) working days after your event, provided the recreation center has been cleaned by set time, and passes the Site Manager's inspection for cleanliness, furnishing, damages, and all keys have been returned.
- Costs incurred by the Association for cleaning, repairs, or replacements will be deducted from the deposit. A Twenty (\$20.00) dollar fee will be assessed to the owner host unit's account for returned checks in addition to deposit amount.
- If costs incurred by the Association and are in excess of the deposit amount, additional charges will be assessed against the owner's unit account who reserved the recreation center for the event.
- Receipts will be provided to host owner for any deposit deductions.

**Cleaning and care of the recreation center:**

- The latest possible scheduled end time for any day's event is 9:00 p.m.
- Owner host is required to clean te recreation center after usage by the end of reserved event's end time, including, but not limited to: **Please refer to attached Addendum A.** (cleaning and care instructions are also above the kitchen sink in the recreation center).

**Rules of Conduct:**

- Owner host using the recreation center for an event is responsible for keeping any noise down to a reasonable level. The noise level cannot disturb the peace of the community. No alcoholic beverages or illegal substances are allowed at any time. The owner who reserves the recreation center is responsible for the conduct of all guests.
- Owner host is aware that visitor parking is located in front of the recreation center and other visitor stalls are located in nearby lots. Any violators of our parking policy will be subject to tow, including, but not limited to: Absolutely no double parking or no parking is allowed alongside any curbs. Please refer to the House Rules.
- **Absolutely no alcoholic beverages or any illegal substances are allowed.**
- **Absolutely no water apparatuses of any kind are permitted in or around the recreation center at any time.**
- **BOUNCERS, TENTS, TARPS GAZEBOS OR LIKE STRUCTURES ARE PROHIBITED. (INITIAL).**

**Liability:**

- The owner of the unit who reserved the recreation center will be responsible for any and all damages caused by reason of the usage of the recreation center, and shall indemnify, defend and hold harmless the Association from any and all claims asserted against the Association by reason of, and/or related to any reserved activity or function conducted at the recreation center.
- All costs incurred by reason of any damages to the recreation center, and/or damage caused by reason of any usage of the recreation center will be specially assessed against the reserving owner's unit account.
- Management and Board of Directors reserve the right to discontinue any event for infractions of this agreement.

I have read the above rules and regulations for our project in its entirety and agree to all of the terms and conditions stated herein. I agree to comply with the Association's House Rules and Covenants. I have received a copy of addendum A, as referenced under cleaning and care of the recreation center.

Date of Event \_\_\_\_\_ Time of Event: (from) \_\_\_\_\_ (to) \_\_\_\_\_  
(No more than six (6) hours)

Unit #: \_\_\_\_\_ Contact Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Owner Occupant Print \_\_\_\_\_ Owner Occupant Signature \_\_\_\_\_

Check # \_\_\_\_\_ Date Received \_\_\_\_\_

Site Manager/Board Member as witness \_\_\_\_\_/\_\_\_\_\_ (Signatures)

In witness whereof, the parties here to have caused this instrument to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**Check out inspection notes: (Please attached the checkout list as completed and signed by the Site Manager/Board Member)**

**Cost of cleaning and/or repairs deducted from deposit \$ \_\_\_\_\_**