

NON-OWNER GUIDELINES FOR PAVILION RESERVATIONS

1. Non-owners may reserve the Pavilion if they are in residence at least 14 days for private social gatherings only between the hours of 4:30 p.m. and 10:00 p.m. 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 3rd, or during 1 week prior to or 1 week after the Ekahi annual owner's meeting – normally held in February of each year. Reservations are not accepted more than 90 days prior to the event and cannot be reserved more than once a month by the same host. A non-refundable usage fee of \$750.00 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 personnel. The non-owner user is responsible for manning the other Keawakapu access gate. The gate should not be propped open or left unattended.
5. Groups may not exceed 30 persons.
6. A non-owner may reserve the Pavilion no earlier than three months in advance and no later than three (3) days in advance of the social event.
7. 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.
8. 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.
9. A \$750.00 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 #10 and there are no damages.
10. 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.
 - a. All trash must be put into proper receptacles located at Bldg. 7 parking lot. Install new trash bags, provided by Ekahi, in all trashcans that were used.
 - b. Pick up and dispose of any trash and debris around the vicinity.
 - c. Clean the barbecue grill, stoves, ovens and microwaves if used.
 - d. Sweep floor of Pavilion and Kitchen.
 - e. Clean and empty refrigerators.
 - f. Clean all counter tops.
 - g. Return all furniture to its original location.
11. 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 remainder of the deposit, the host will be responsible for the additional amount.
12. 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 \$750.00 usage fee is not refundable and that my \$750.00 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.

Date

Signature

WAILEA EKAHI ASSOCIATION OF APARTMENT OWNERS

RESERVATION REQUEST

NAME _____ APT.# _____ EVENT DATE _____

UNIT PHONE # _____ OTHER CONTACT # _____

TIME FOR EVENT _____ P.M. to _____ P.M. EVENT TYPE _____

NUMBER IN PARTY _____

FACILITIES RESERVED:

BBQ _____ MICROWAVE _____ SERVING TABLES _____ STOVES _____

COFFEE URN _____ PERSONNEL FOR GATE TO KITCHEN _____

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

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 _____

General Manager