



HAWAIKI TOWER

FACILITIES RESERVATION AGREEMENT

NAME: _____ UNIT #: _____ DATE OF FUNCTION: _____

PURPOSE OF FUNCTION: _____ NO. OF GUESTS _____

BEGINNING TIME: _____ a.m./p.m. ENDING TIME: _____ a.m./p.m.

LOCATION or AREA DESIRED: _____

RULES AND REGULATIONS:

1. For functions or parties where more than eight (8) persons, including host(s), will attend or where catering or outside vendors or service providers are entertaining, serving food, erecting shade or service tents, etc., a written outline of the proposed function must be provided to Hawaiki Tower management at least three (3) days prior to making the reservation. Reservations may be made no earlier than sixty (60) days in advance. Hawaiki Tower management must be able to evaluate the impact of the proposed activity on facilities prior to authorizing the function. Hawaiki Tower management will not unreasonably withhold authorization. Hawaiki Tower management may make recommendations, propose alternatives, or deny certain activities or proposals prior to authorization being granted.
2. A maximum of one (1) BBQ grill area and twelve (12) guests may be reserved for each function.
3. Reservations cannot be made for the following holidays: New Years Eve and New Years Day, Memorial Day, Independence Day, and Labor Day.
4. A cleaning/damage deposit of \$250 is required for reservations of more than eight (8) persons. It is the responsibility and obligation of the resident host to leave the premises in a clean and undamaged condition.
5. GLASSWARE: The use of glassware, bottles, ceramics, chinaware, or other breakables in the BBQ areas is not recommended. Used paper cups, plates and plastic tableware shall be deposited in the trash receptacles provided.
6. No food or beverage of any kind is permitted in the pool area (except water in an unbreakable container), tower or adjacent common areas.
7. Hawaiki Tower management reserves the right to terminate the function at any time due to non-compliance with the above rules and regulations or non-compliance of the Hawaiki Tower House Rules.
8. Political fund raising, religious rallies or commercial activities will not be authorized.
9. A maximum time of four (4) hours is allowed for reservations. All functions must be completely finished, cleaned up and the premises vacated by the end of the scheduled function or no later than 10:00 p.m.

ACCEPTED BY RESIDENT: _____ DATE: _____

ACCEPTED BY HAWAIKI TOWER MANAGEMENT: _____ DATE: _____

Deposit fee paid _____	Fee paid by check # (s) _____	Receipt # _____
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OUTLINE OF FUNCTION:

Will caterers or other service providers be working or assisting you for this function? Yes. No.

If yes, please provide their names and telephone numbers and what they will be helping you with.

Name: _____

Telephone: _____

Providing what type of service? _____

Name: _____

Telephone: _____

Providing what type of service? _____

Name: _____

Telephone: _____

Providing what type of service? _____

Do you intend to erect shade tents or wind barriers? Yes. No.

If yes, please describe the equipment and how you intend to secure it.

Are there any other special considerations or arrangements you are making that we can assist you with?

If you need additional space, please attach a separate sheet.