



KUKUI PLAZA PERGOLA RESERVATION FORM

*The Pergola is designated for the use of residents of Kukui Plaza and their guests.
Only a properly registered resident of Kukui Plaza may reserve and use the Pergola.*

RESERVATIONS:

1. Reservations must be made through the Management Office. Reservations are accepted on a first come, first served basis. A completed Pergola Reservation Form must be submitted within one week of making a reservation.
2. Reservations must be made a minimum of one week (seven days) prior to the scheduled event.

DEPOSIT/FEE AND GUEST LIST:

1. A \$50.00 deposit and a \$50.00 reservation fee must be submitted a minimum of one week prior to the event. All Pergola reservation deposits must be paid in the form of a personal check. A cash or personal check can be used to pay the reservation fee. Deposits shall be refunded provided the Pergola is left undamaged and clean, and all rules and regulations governing the use of the Pergola have been obeyed.
2. In the event repairs or cleaning are required, the deposit shall be used to reimburse costs to the Association. If repairs and/or cleaning are more than the deposit, the resident making the reservation shall be responsible to promptly reimburse the Association for all costs.
3. Deposits are available for refund two days after the event. Deposits shall be held for two weeks - if the deposit has not been picked up at the end of the holding period, the deposit check shall be destroyed.
4. A written guest list shall be provided to either Security Console no later than 48 hours prior to the event. Failure to provide a guest list by the deadline will result in the cancellation of the reservation. Maximum occupancy is 50 persons.
5. The Security Officer stationed at the lobby door shall provide entrance to all guests whose names appear on the guest list. Any person whose name does not appear on the guest list shall be denied entrance to Kukui Plaza.

RULES & REGULATIONS FOR THE USE OF THE PERGOLA:

1. The hours of use are Sunday through Thursday 7:00 AM to 9:00 PM, Friday through Saturday 7:00 AM to 10:00 PM.
2. Reservations for, and the use of, the Pergola does not include the swimming pool and/or general Garden Deck area. Guests must remain within the Pergola area.
3. The resident making the reservation shall be present at the Pergola at all times during the event. He/she shall be responsible for the actions of all guests.
4. Small radios or CD players may be utilized at a low/reasonable volume so as not to disturb other residents. Loud and/or unreasonable noise within the area will not be tolerated.
5. Keys for the kitchen can be picked up from the Ewa Security Console on the day of the event. A picture I.D. must be left with the Security Office until the keys are returned.
6. The resident making the reservation must furnish all necessary trash bags and cleaning materials. The Pergola and kitchen shall be left in a clean and orderly manner, and all trash shall be removed.
7. The resident making the reservation shall return the kitchen key to the Ewa Security Console at the end of the event.

EVENT INFORMATION:

Date of Event: _____ Time of Event – From: _____ To: _____

Resident's Name: _____ Apartment #: _____

Home Phone #: _____ Business Phone #: _____

Areas Requested (Please check all that apply): Pergola Kitchen Grill Refrigerator

Number of Guests – Adults: _____ Children: _____ Total: _____

I have read and agree to abide by the above rules, regulations, and restrictions. I agree to be responsible for any and all damage to the Pergola area and to promptly reimburse the Association for any and all costs incurred for cleaning or repairs.

Signature of Resident: _____ Date: _____

Reservation Approved By: _____ Date: _____

OFFICE USE ONLY:

Deposit Received By: _____ Check #: _____ Fee Received By: _____ Check #: _____ Cash: _____

Security Inspection By: _____ Date: _____ Time: _____

Inspection Results: _____