

KUKUI PLAZA



MEETING ROOM RENTAL AGREEMENT

RESERVATIONS:

- 1: Reservations are on a first-come-first-served basis. Reservations must be made through the Management Office. Reservations must be made a minimum of one week (seven days) prior to the scheduled event.
- 2: A completed rental agreement and deposit check must be submitted to the Management Office within one week of making the reservation. Reservations for which a deposit has not been received will be cancelled. The deposit will be refunded in full if you cancel your event and notify the Management Office at least fourteen days prior to the rental date. A \$25.00 fee will be deducted from your deposit if you cancel your event and do not notify the Management Office at least fourteen days prior to the rental date.
- 3: The rental fee is \$75.00 per event. The rent must be paid to the Management Office at least seven days prior to the rental date, or the reservation will be cancelled and a \$25.00 fee deducted from the deposit. Please submit separate checks for the deposit and rent.

RULES FOR THE USE OF THE MEETING ROOM:

- 1: The Meeting Room is available Monday through Thursday from 7:00 AM to 10:00 PM, and from 7:00 AM to 11:00 PM Friday through Sunday. Only one event will be scheduled for each day. The key to the Meeting Room will be available to the person whose signature appears on this agreement from the Security Office after 7:00 AM on the rental date. A picture I.D. must be left with the Security Department until the key is returned.
- 2: The maximum occupancy of the Meeting Room is 67 people. A guest list must be provided to the Security Office at least forty-eight hours prior to the rental date. The Security Officer stationed in the lobby will provide entrance to the building, and directions to the Meeting Room to all guests whose names appear on the guest list. Any person whose name does not appear on the guest list will be denied entrance to Kukui Plaza. Failure to provide a guest list by the deadline will result in the cancellation of the event and a \$25.00 fee deducted from your deposit.
- 3: Additional tables and chairs are available for use in the center section of the Meeting Room. You must make specific arrangements for additional chairs and tables with the Management Office at least seven days prior to the rental date. We will set up the chairs and/or tables prior to the time stated below. You may not remove or move the other furnishings in the Meeting Room. You may not attach anything to the walls, doors, or ceiling.
- 4: The resident/owner whose signature appears on the agreement is responsible for the conduct of his/her guests, and for their compliance with the By-laws and House Rules of Kukui Plaza. Amplified live music is not allowed. Alcoholic beverages may be used inside of the Meeting Room, however the sale of alcoholic beverages is prohibited.
- 5: The key to the Meeting Room shall be returned to the Security Office at the end of the rental period. You must leave the Meeting Room in a neat and orderly manner: All garbage must be disposed of, the kitchen must be cleaned, and any excessive dirt cleaned from the floor - the amount of dirt normally expected from general usage will be cleaned by our Housekeeping Staff. We will break down and remove the additional chairs and tables.
- 6: The deposit will be available for refund two days after the rental date. Unclaimed deposits will be held for two weeks, after which the deposit check will be destroyed. The costs for repairs for damage and/or extra cleaning required will be deducted from the deposit. Repair and cleaning charges will be billed at \$75.00 per hour. We both agree the room and its furnishings are free of damage at the time of the rental unless you have noted damage in writing on this rental agreement prior to the beginning of your event. The resident/owner whose signature appears on this agreement shall promptly reimburse the Association for repair, replacement, and cleaning charges over the amount of the deposit.

RENTAL DATE: _____ TIME OF EVENT: FROM _____ TO _____

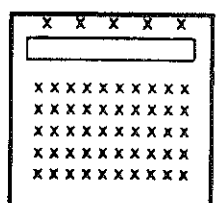
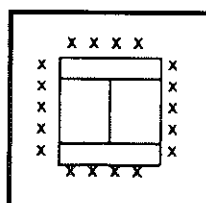
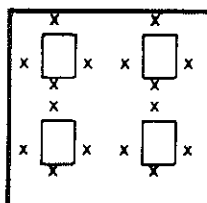
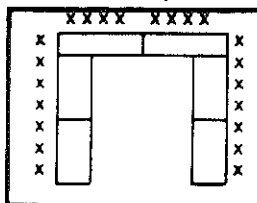
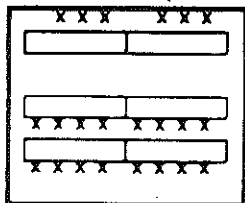
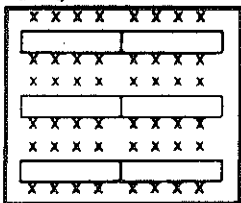
RESIDENT/OWNER NAME: _____ APT. #: _____

HOME PHONE: _____ BUSINESS PHONE: _____ TYPE OF EVENT: _____

NUMBER OF GUESTS: ADULTS: _____ CHILDREN: _____ TOTAL: _____ T.V. VCR OVER HEAD PROJECTOR
(PLEASE CIRCLE IF REQUIRED)

NUMBER OF CHAIRS NEEDED: _____ NUMBER OF TABLES NEEDED: CARD TABLE _____ 6 FOOT _____ 8 FOOT _____

TABLE/CHAIR LAYOUT REQUESTED: (PLEASE CIRCLE DESIRED LAYOUT)



RESIDENT/OWNER SIGNATURE: _____ DATE: _____

KUKUI PLAZA MANAGEMENT SIGNATURE: _____ DATE: _____

DEPOSIT RECEIVED (\$100.00): BY: _____ DATE: _____ CHECK #: _____

RENT RECEIVED (\$75.00): BY: _____ DATE: _____ CHECK #: _____

SECURITY INSPECTION BY: _____ DATE: _____

DAMAGE OR CLEANING REQUIRED: _____