

WAIALAE IKI V COMMUNITY ASSOCIATION

Pavilion Request Form

Reservation Procedures and Rules

1. Please make your reservation request online through the TownSq App or website at app.townsq.io/login, or you may call / email the Property Manager at 377-1905 or waialaeiki5@gmail.com to make reservations. Reservations must be made at least 2 weeks in advance.
2. Residents may host a party or group meeting of up to 50 guests maximum from 7am to 10pm daily. The Pavilion may not be used for commercial purposes, for the solicitation of business or for profit.
3. Please provide a guest list of just the last names of the drivers at least one day prior to the party. This will be provided to security to speed up the check-in process.
4. Upon your selection of an open date and time, a hold will be placed on the Pavilion under your name.
5. Complete the bottom portion of this form and attach 2 checks:
 - 1.) a non-refundable reservation fee check for \$100 (Breakdown: \$50 rental + \$50 sanitization fee) *
 - 2.) a separate \$100 cleaning deposit check*

*Rates are subject to change at any time without notice. Checks are to be made payable to Waialae Iki 5. In the memo area of your check, write the date you are reserving. The reservation fee is non-refundable. The cleaning deposit will be held until it is determined that the facility was left in clean condition after use. If the facility is not left in clean condition after use, the cleaning deposit will be non-refundable. If the facility is left in clean condition after use, then the cleaning deposit will be returned to you. Checks must be received at least 1 week in advance, or the reservation may be canceled.

6. Review and sign the separate waiver of liability relating to Coronavirus/COVID-19.
7. Drop the form and check off at the Guard Station, or mail to 1959 Laukahi St., Honolulu, HI 96821. Additional forms are available at the Guard Station or on our web site (waialaeiki5.com).

Visitor Parking

Reservation of the Pavilion does not include use of the parking lot for guest parking. Only resident vehicles with a WI5 decal may utilize the Pavilion parking lot. Visitors or guests attending a Party may park on Laukahi Street only.

Tennis or Pickleball Courts

Rental of the Pavilion will include the ability to reserve tennis courts 1, 2 or 4 for a maximum of 5 hours. Reservation of one of the courts must be made more than one week prior to the Party. Rental of the Pavilion does not include the exclusive use of the other tennis courts or the private park. A resident and the resident's guests may play on the other tennis courts if there are no reservations for those courts. To reserve tennis courts 1, 2, or 4, please contact the General Manager at (808) 377-1905. All residents and guests are responsible for following the tennis court rules so please review the tennis court rules prior to the Party. Some of the tennis court rules are posted on the entry gates.

Serving of Alcohol

If alcohol is served, Resident(s) agree to supervise the serving of alcohol at all times. Resident(s) are prohibited from serving alcohol to persons under the age of 21 years old and agree to comply with all Federal, State of Hawaii and County of Honolulu laws related to the serving of alcohol.

Clean-up

After use, please:

- Wipe counters. ● Sweep the floors as needed. ● Mop up spills.
- Spot clean glass surfaces where needed. ● **Bag your trash and take it home with you.**
- Return all furniture to its original position. ● Remove all items from the refrigerator.
- Clean up the park area of any rubbish or other items from the Party.

Grills

A gas grill is available and is allowed on the concrete areas fronting the Pavilion. An additional user fee of \$25.00 will be charged for use of the Association grill. No fires (including but not limited to charcoal or wood etc.) are allowed to be started or maintained on the Common Areas, except for the gas grill on the concrete deck around the Pavilion.

Minors

Adults are responsible for the conduct of minors. The use of skateboards, rollerblades, scooters, bicycles, tricycles, etc., are prohibited on the tennis courts, all concrete areas around the Pavilion and the upper tennis court walkway. Please note that any cost for repairing damage to the Pavilion will be billed to you. **No water balloons, including launchers or catapults, are allowed. However, certain reusable water balloons are allowed which must be reviewed & approved by the General Manager first. Inflatable Bounce Houses or Slides are prohibited.**

Tents

Residents must let us know ahead of time if they plan to use a tent so we can plan and mark the area in the park to prevent damage to the irrigation system. If you do not let us know ahead of time the tent will not be allowed. If there are adverse weather conditions, such as high winds, it will not be allowed. Any cost for repairing damage to the common areas because of the use of a tent will be charged to you. The owner must submit a certificate of insurance prior to acceptance of this reservation, listing the Association as Additional Insured from the tent vendor.

Name of property owner: _____

Telephone: Day _____ Evening _____

Date requested: _____ Time: From _____ To _____

Purpose of use: _____

Number of People expected: _____

Please indicate if you would like us to shred or mail your cleaning deposit check Shred Mail

By signing this application, you are releasing and discharging the Waialae Iki V Community Association, its members, agents, employees, representatives, directors, and officers from any and all liability for damage or loss, for any personal injury or property damage to you or any person(s) in your party. You agree to defend and indemnify Waialae Iki V Community Association, its members, agents, employees, representatives, directors, and officers from any and all claims for personal injury or property damage arising out of your use of the Pavilion, tennis courts and park.

Signature of Property Owner(s): _____ Date: _____ rev 03/2023