

Frequently Asked Questions – Royal Kunia Community Recreation Center (CRC)

1. How much does it cost to rent the CRC for an event?

There are three to four payments that will make up the cost for the rental of the CRC:

- A. A Security Deposit of \$250.00 is needed to reserve the date. The deposit will be refunded after the event date if user complies with the rules of the facility.
- B. Room Rental: \$500 (197 people max capacity)
- C. One (1) HPD Officer is required for every event (Fridays/Saturdays – 6:00pm – 11:00pm, Sundays – 12:00pm – 5:00pm) - \$279.00 (*Fees are subject to change based on prevailing HPD rates*)
- D. Please take a look at this example:

Homeowner A would like to rent the CRC for a Saturday Evening Event, prices will be:

PAYMENT FOR	AMOUNT
Security Deposit (refundable)	\$250.00
Room Rental	\$500.00
Certificate of Insurance (COI)	\$127.00 (Third Party website paid by Credit/Debit card with Visa, Mastercard, or American Express logos) – <i>Fees are subject to change</i>
Special Duty HPD	\$279.00
TOTAL	\$1,156.00

2. When are payments due?

The Security Deposit is due with the submission of the signed contract, usually seven (7) to ten (10) days from reservation. Rental fees and HPD Special Duty fees are due ninety (90) days prior to the event. If party is less than ninety (90) days from date of reservation, all fees are due in full with signed contract. All fees are subject to change without prior notice.

3. What types of payment do you accept?

RKCA accepts personal checks, cashier's check, and money order payments made out to Royal Kunia Community Association. **NO** cash will be accepted.

4. Who do I write my check, money order, or cashier's check to?

Royal Kunia Community Association

5. Who is allowed rent the CRC for an event?

Homeowners of the Royal Kunia Community Association (on Deed) who are in good standing are welcome to reserve a date for rental of the CRC. Tenants living in Royal Kunia may only host provided that they obtain the Transfer of Privileges from the Homeowner on Title/Landlord/Property Management Company. **No request for sponsoring until further notice.**

6. How far in advance can I reserve?

Reservations must be made at least forty-five (45) days from the date of the event and can be made up to one (1) year in advance. Please fill out the CRC Reservation Form located in the “Community Center” link on the Association’s website to get started. Reservations are taken on a first-come, first-served basis.

7. Are inflatables allowed on CRC lawn?

No; inflatables, bouncers, and/or carnival rides are not allowed on CRC grounds, nor inside facility.

8. What kind of vendors is allowed?

Vendors are defined as a person or company providing a service, whether it’s paid for or free. Vendors such as Mobile DJ, Photobooths, Live Band, Dancers, Balloon Making, Face Painting, Shave Ice/Popcorn, Clowns/Magicians, etc. are allowed to provide their services as long as they provide their Vendors Certificate of Insurance. All vendor insurances must have a minimum of \$1 Million in Liability and must list Royal Kunia Community Association as an additional insured. For current list of vendors, please call our office. **No water vendors and bouncers allowed.**

9. Can we serve alcohol or have BYOB?

NO. Alcohol that is brought in, served, or consumed on premises, including the parking lot is prohibited. The CRC is private property. If alcohol is found present at the event, the event will be immediately terminated and the Security Deposit will be forfeited.

10. What if my Homeowners Insurance doesn’t cover the \$1 Million liability?

There are two options if your Homeowners Insurance doesn’t cover the required \$1 Million:

1. Ask your Homeowners Insurance Agent to see if you’re able to purchase a Special Event Endorsement with a \$1 Million Liability Policy and list Royal Kunia Community Association and an additional Insurer.
2. Go to **<http://www.theeventhelper.com>** to purchase a Special Event Insurance with a \$1 Million Liability Policy and list Royal Kunia Community Association as an additional insured. Current cost to purchase a policy for 1-day (date of event only) is \$126.10 (Visa, MasterCard, Discover, and American Express card payment only).

11. What if I do not have an insurance to cover?

In order to have an event at the CRC, a Homeowners Insurance or Special Event Insurance is required.

Go to <http://www.theeventhelper.com> to purchase a Special Event Insurance with a \$1 Million Liability Policy and list Royal Kunia Community Association as an additional insured. Current cost to purchase for a policy for 1-day (date of event only) is \$126.10 (Visa, MasterCard, Discover, and American Express card payment only).

Please note that **ALL insurances must be submitted to the RKCA office a minimum of *one month (30 days)* before the party date.

12. How do I reserve the CRC?

- Print, complete, and submit CRC Reservation Form located on the RKCA Website.
- Events/Parties at the CRC are available Friday (3:30pm. – 11:00pm.), Saturdays (3:30pm. – 11:00pm.), and Sundays (9:30am. – 5:00pm.).

Please contact the RKCA office to verify if your event date is available. The busiest months are May, June, July, and August, so please call 1 year in advance.

13. How do I cancel my reservation?

Cancellations must be submitted in writing by Homeowner. Security Deposit refunds will be given according to the following guidelines:

CANCELLATION DATE	PERCENT OF SECURITY DEPOSIT
More than ninety (91) days prior to event	100% of Security Deposit
Sixty (60) to ninety (90) days prior to event	75% of Security Deposit
Thirty-one (31) to fifty-nine (59) days prior to event	50% of Security Deposit
Thirty (30) days prior to event	No Security Deposit Refund

14. What time can we come in to set up for our event?

Set-up and break down/clean-up must occur within the designated room rental time frame. On Friday’s and Saturday’s, user will be allowed into the CRC **no earlier** than 3:30pm. On Sunday’s user will be allowed into the CRC **no earlier** than 9:30am.

15. What time do we break down and clean up?

Allow yourself at least an hour for breaking down and clean-up. Tables and chairs must be put away appropriately, sweeping and moping the CRC to pre-party condition. Trash must be thrown away into the rubbish bins located on the right-side of the building. Please be reminded that the event staff is not responsible to set-up or break down/clean-up of your event.

16. How many tables and chairs does the CRC have?

The CRC has 33 tables and 201 chairs for your use. Plastic (Lifetime) tables are rectangular and measure at 6ft. x 2 $\frac{2}{3}$ ft. and must be covered. Please let the Event Staff know if any of the chairs or tables are broken or in need of repair.

17. When do we get our Security Deposit back?

Please allow up to four weeks for the return of your Security Deposit. Check will be mailed to the person that paid the Security Deposit. Please ensure that the address on the check is current. A stop-payment and processing fee will be charged for undeliverable checks that need to be re-issued.

18. How do we set-up the room? Is there a template to follow?

No; there is no template for configuration.

19. Does the CRC have air conditioning?

Yes.

20. Can we put a tent outside?

Yes; as long as you arrange with the RKCA office that a tent will be brought in. Please notify a minimum of a month (30 days) ahead of time. Tent(s) permitted on the concrete pad *only*, next to the gazebo. Weights are allowed to be used to hold down the tent. No tents, tables, or chairs allowed on grassy area.

21. Can we use the kitchen to cook our food?

No; the kitchen area may only be used for heating up and storage of cold foods and drinks *only*. No other types of cooking equipment on premises.

22. Can we come in to take a look at the facility?

Yes; appointments can be made Monday through Friday (except holidays) from 9:00am. – 12:00pm. and 1:30pm. – 3:00pm. Please call RKCA office at 688-9000 to schedule an appointment. Should you have any other questions, please e-mail admin@royalkuniacommunityassociation.org or review our CRC Policies and Procedures for more information.