



ROYAL KUNIA

COMMUNITY ASSOCIATION

94-750 Anoiki Street • Waipahu • Hawaii • 96797
Tel. No. 688-9000 • Fax No. 688-9003

CRC Reservation Request Form

Received Date: _____

Please print clearly. Completing this form does not guarantee a reservation.

Please read before filling out form: In order to make a reservation for the Royal Kunia Community Recreation Center (CRC), applicant must be a bona fide Royal Kunia Community Association member **current** with association dues, maintenance fees, and covenant fines **or** a tenant that has a completed Transfer of Privileges form from the Non-Resident Homeowner/Property Management Company. Transfer of Privileges form must be either signed by the Homeowner/Property Management Company in-person or notarized and submitted to RKCA before a reservation can be made.

Homeowner's Name: _____

Address: _____

Phone Number: _____

E-Mail: _____

Event Details

Requested Date of Event: _____

Time of Event:

_____ Fridays/Saturdays: 3:30pm – 11:00pm

_____ Sundays: 9:30am – 5:00pm

Type of Event: _____

Set-up and breakdown/clean-up are included within the rental times.

Please be advised the staff is not responsible for setup, breakdown, or clean-up of your event.

All events officially reserved at the CRC require the completion of this Reservation Request Form. Each request will be reviewed, and the status of the request will be made available to the Homeowner on Title or Tenant with Transfer of Privileges. As the Homeowner, you are responsible for all fees and charges incurred by your event. Refunds will be approved with conditions when the Homeowner submits a written cancellation request at least thirty (30) days prior to the rental date. **NO REFUNDS** for cancellations less than thirty (30) days.

Homeowner Signature: _____ Date: _____

**Actual signature needed, DocuSign or computerized signatures will not be accepted.*

Please read and sign the back of **THIS** page



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Community Recreation Center Rental Policy

Payments and Refund Request

- At least forty-five (45) days' notice is required to book the Community Recreation Center (CRC). Rental is subject to availability and Association approval. Reservations are made on a first-come, first-served basis.
- Your date is not secured until the CRC Contract and Security Deposit are turned into the Association by the given due date.
- Rental and Security Fees are due ninety (90) days prior to the event, or with the signed contract if less than ninety (90) days prior to the event.
- Each Homeowner must provide a Certificate of Insurance (COI) for any event. Additional insurances to cover any vendors whether paid or free services (\$1,000,000 minimum, listing Royal Kunia Community Association as an additional insured) is required. COI(s) are due at least thirty (30) days prior to the event.
- Cancellation notices must be submitted in writing and Security Deposit refunds will be given according to the stated guidelines in the CRC contract. Any cancellations thirty (30) days or less prior to the event will not have their security deposit returned.

Facility Use and Information

- Access will not be granted into the facility until the start of the designated time stated on the CRC contract.
- Rental time includes set up and breakdown/clean-up.
- We provide tables (6' rectangular) and chairs only.
- Cooking on premises is prohibited. Kitchen facilities – stovetop, oven is to be used for heating food only. No gas burners allowed.
- The CRC does not provide Wi-Fi or any Audio/Visual equipment.
- Staff is not responsible for set-up/break down of your event. Please be prepared to set-up at the start of your rental time.
- All carts and approved equipment must be rolled through the side of the building.

General Rules & Guidelines

- No pets are allowed with the exception of ADA Compliant guide dogs.
- Smoking is prohibited within ALL facility rental areas and within 20 feet of doorways, windows, and ventilation intakes. *Smoking permitted in designated area only.*
- All changes to CRC contract or special requests must be made in writing by the applicant(s) at least thirty (30) days prior to the event. All changes made after this time will not be considered.
- **Service/consumption/possession of alcohol is prohibited at any event.**
- The following are prohibited: pony rides, petting zoos, fire dancing, any activity including open flames (with the exception of candles on a cake and Sterno for the food line).
- Guest total must not exceed the posted room capacity of 197 people.
- Guests must remain in the facility area being rented.
- Amplified music and dancing are allowed; however, user assumes responsibility for complying with 10:00 PM city noise ordinance. RKCA Event Staff and Security will monitor.
- Failure to comply with RKCA Event staff and/or Security, belligerence or refusal to obey their instructions will result in the immediate termination of the event with the forfeiture of the rental fee and security deposit.

I have read, understand, and agree to the guidelines and rules listed and would like to continue the process to reserve the Royal Kunia Community Recreation Center.

Homeowner Signature: _____ Date: _____

**Actual signature needed, DocuSign or computerized signatures will not be accepted.*