

Waialae Iki V Community Association

Pavilion Request Form

Reservation Procedures and Rules

1. Reservations must be made at least 2 weeks in advance. Please make your reservation online through the TownSq App or website at app.townsq.io/login or contacting the General Manager at (808) 377-1905 or gm@waialaeiki5.org.
2. Residents may host a party or group meeting of up to 50 guests maximum from 7 am to 10 pm 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 event. The list will be provided to security to expedite the check-in process.
4. Upon your selection of an available date and time, a hold will be placed on the Pavillion under your name.
5. Complete the form on page two and attach two checks:
 - a. \$50 non-refundable reservation fee check made payable to Waialae Iki 5. Write the date of your event in the memo area of your check.
 - b. \$100 cleaning deposit check made payable to Waialae Iki 5. Write the date of your event in the memo area of your check. The cleaning deposit will be held for no more than 5 business days after your event and will be returned if the Pavilion is left in clean condition. The \$100 cleaning deposit will not be returned if the Pavilion is not left in clean condition.
 - c. The form and checks can be dropped off at the Guard Station or mailed to 1959 Laukahi Street, Honolulu, Hawaii, 96821.
 - d. Checks must be received one week in advance, or the reservation may be cancelled.

Visitor Parking

Reservation of the Pavilion does not include the use of the parking lot. Only resident vehicles with a WI5 decal are authorized to use the Pavilion parking lot. Visitors and guests attending the event are to park on Laukahi Street.

Tennis and Pickleball Courts

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

Serving of Alcohol

If alcohol is served, the resident agrees to always supervise the serving of alcohol and is prohibited from serving alcohol to persons under the age of 21 years old and agrees to comply with all Federal, State of Hawaii, and City and County of Honolulu laws related to the serving of alcohol.

Clean-up

Two gray trash bins will be provided for your use, please ensure the lids are able to close. If the bins are full, any excess trash must be removed and taken with you. Please wipe counters, sweep the floors as needed, mop up spills, spot clean glass surfaces as needed, return all furniture to its original position, remove all items from the refrigerator, clean the park area or courts of any items from the event.

Minors

Adults are responsible for the conduct of minors. The use of skateboards, rollerblades, scooters, bicycles, tricycles, etc., are prohibited on the courts, all concrete areas around the Pavilion and the upper court walkway. Please note that any cost for repairing damage to the Pavilion will be billed to the resident. No water balloons, including launchers or catapults, are allowed. Certain reusable water balloons are allowed with prior review and approval by the General Manager. Inflatable Bounce Houses or Slides are prohibited.

Tents

Residents must inform the General Manager ahead of time if they plan to use a tent so that the area in the park is marked to prevent damage to the irrigation system. If notice to the General Manager is not made ahead of time the tent will not be allowed. If there are adverse weather conditions, such as high winds, the tent will not be allowed. Any cost for repairing damage to the common areas because of the use of a tent will be billed to the resident. If a tent vendor is being used, the resident must submit a certificate of insurance listing the Association and additional insured prior to acceptance of this reservation.

Name of Resident or Property Owner:		
Address of Resident or Property Owner:		
Telephone:	Day:	Evening:
Date & Time Requested:	Date:	Start Time: End Time:
Purpose of Event:		
Number of Guests Expected:		
Please indicate if you would like us to mail your cleaning deposit check. Otherwise, it will be destroyed.	(Yes / No)	

By signing this application, you are releasing and discharging 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 to any person(s) at your event. 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, courts, and park.

Signature of Resident or Property Owner

Date