



CLUB HOUSE RESERVATION CONTRACT

Reserving Club House: (Reserving Resident Must be Present at Function)

Name: _____ Unit #: _____ Phone #: _____

Reservation Date: _____ Day: _____ From: _____ To: _____

Nature of Function: _____

Number of Guests Expected: _____ # Residents _____ # Non-Residents _____ #

CLUB HOUSE RESERVATION CONTRACT

1. Only the second floor of the Club House can be reserved for private functions.
2. Koko Isle residents may not use the second floor of the Club House during a reserved private function unless they are invited guests of the function.
3. Clean up, which must be completed immediately following the function includes, but is not limited to: cleaning of appliances, counter tops and sink; putting away tables and chairs, emptying all trash containers, sweeping/mopping of all floors; turning off all lights.
4. If there is any cost of clean-up or damage at the discretion of the Resident Manager, up to \$100.00 plus charges will be charged to the responsible resident. Charges will be applied on owners' account with Hawaiiana Management. By signing this Club House Reservation Contract, I authorize Koko Isle AOA to charge my account with Hawaiiana Management.
5. Club House facilities and the equipment therein shall be used at the risk of the user. The association takes no responsibility for injury to those using the facilities nor for any loss or damage to personal property.
6. Parking in "Reserved Parking" stalls, tandem parking and double parking is not allowed. The Resident Manager reserves the right to require valet parking for functions exceeding forty (40) Guests.
7. The Club House is available from 9:00am to 9:00pm. Sunday through Thursday and 9:00am to 10:00pm Friday, Saturday, and the day before holidays.

The Club House is reserved for the Board of Directors Meetings and Hawaii Kai Christmas Boat Parade as designated by the Koko Isle Board of Directors.

Specifically Prohibited Practices/Uses:

1. Admission fees to attend functions.
2. Amplified Music! Background music only on low.
3. Boisterous, loud, rude, or unseemly conduct.
4. Serving alcoholic beverages to anyone under the legal age of 21 years.
5. **Use of the downstairs area swimming pool, lounge & lawn is NOT available for persons attending a private function in the upstairs Club House.**
6. Use of the exercise room and sauna by guests of private functions.
7. Use of the lower lanai area is not for private functions and closed after 9:00pm.
8. Dragging tables and chairs across the floor of the Club House.
9. Exceeding the posted Maximum Capacity allowed for the second floor.
10. Parking in "Reserved Parking" stalls, tandem parking, and double parking.
11. Smoking anywhere on or near the Club House.

I, the undersigned Resident, am the Responsible Person for the above stated function, and understand and agree to comply fully with the rules and restrictions as stated above, to inform my guests of same, to be responsible for their compliance and to wave any liability to the Association that may occur from my reservation of the facility.

Name (signed): _____

Name (printed): _____

Date Signed: _____

-----**Office Use Only**-----

Resident Manager Acknowledge received signed Club House Reservation Contract:

I, _____, hereby acknowledge signed Club House Reservation Contract.

Resident Manager: _____ Date: _____

Resident Manager Confirms Event is Complete with no Charges:

Resident Manager: _____ Date: _____



**General Rules Which Apply to All
Private Functions:**

1. The Club House is available from 9:00am to 9:00pm Sunday through Thursday and 9:00am to 10:00pm Friday, Saturday and the day before holidays.
2. Only the second floor of the Club House may be reserved for private functions.
3. Koko Isle residents may not use the second floor of the Club House during a reserved private function unless they are invited guests of the function.
4. Clean up at the end of functions includes, but is not limited to:
 - a. Clean appliances microwave, oven, stove top, counter tops and sink.
 - b. Empty all trash containers & take to trash bin in main parking lot. Replace empty trash bags in all trash containers. Trash bags are provided under the kitchen sink.
 - c. Sweep & mop all floors, main dining floor, kitchen, both bathrooms.
 - d. Wipe down and put away tables and chairs in storage closet and return all tables and chairs to the same location as you found them.
 - e. Turn off all lights in the main dining area, both bathrooms & kitchen.
 - f. Clean up must be completed by 10:00pm or 11:00pm, one hour after function.
5. If there is any cost of clean-up or damage at the discretion of the Resident Manager, up to \$100.00 plus charges will be charged to the responsible resident. Charges will be applied on owners' account with Hawaiiana Management. By signing this Club House Reservation Contract, I authorize Koko Isle AOAO to charge my account with Hawaiiana Management.
6. Club House facilities and the equipment therein shall be used at the risk of the user. The Association takes no responsibility for the injury to those using the facilities or for any loss or damage to personal property.

Specifically Prohibited Practices/Uses:

1. Admission fees to attend functions.
2. Amplified Music! Background music only on low.
3. Boisterous or unseemly conduct.
4. Serving alcoholic beverages to anyone under the legal age of 21 years.
5. The downstairs "lounge, pool & lawn" area is **not** available for persons attending a private function in the upstairs Club House.
6. Use of the exercise room and sauna by guests of private functions.
7. Use of the lower lanai area is **not** for private functions.
8. Dragging tables and chairs across the main floor of the Club House.
9. Exceeding the posted 76 Maximum Capacity allowed for the second floor.
10. Parking in "Reserved Parking" stalls, tandem parking and double parking.
11. Smoking anywhere on or near the Club House