



KUAPO ROOM AT THE SOHO (maximum 59 people) RESERVATION FORM

Owners or Occupants of a Lot pursuant to lease agreement with an Owner ("HOOPILI RESIDENT") wishing to obtain a confirmed reservation date for the Kuapo Room at The SoHo **must:**

1. Fill out and submit this **Reservation Form;**
2. Sign the **Multifunction Room Usage Agreement; AND**
3. Pay the **usage fee** for one-day usage and a **\$100 refundable security deposit** by two separate checks* made payable to "**HO'OPILI COMMUNITY ASSOCIATION**" (NO CASH WILL BE ACCEPTED)

*THERE WILL BE AN ADDITIONAL \$35 RETURN CHECK FEE FOR ALL CHECKS NOT HONORED BY YOUR BANK. MORE THAN ONE RETURNED CHECK WILL REQUIRE PAYMENT BY CASHIER'S CHECK ONLY.

HOOPILI RESIDENTS also have the option of completing this reservation process and accepting the terms of the Multifunction Room Usage Agreement online subject to availability of the Kuapo Room at such time and making the required deposits via credit card.

Currently, only one reservation is available per day, except Tuesdays as the pool is closed for maintenance.

Cancellation and Refund Policy: You may cancel your reservation without charge *until 8:00 am one week (seven days)* prior to the date of your function by notifying the Ho'opili Community Association in writing by email to soho@hoopilicommunity.com. One week before your function, the usage fee shall be non-refundable. Therefore, by way of example, if your reservation is for January 15, you may cancel your reservation up through 7:59 am on January 8 without charge. On January 8 at 8:00 am, the usage fee shall be non-refundable and your check will be deposited if you paid the usage fee via check, or your credit card will be charged.

Condition of Space(s): The General Manager or appointed representative will be responsible for inspecting the space after the function concludes to determine if a refund of the security deposit is appropriate. At the conclusion of your function, if the space, including the building itself, appliances (if applicable), furniture and other equipment made available to you, is left in the same condition as prior to your function, we will return your security deposit. If there are damages or the space is left in an untidy condition, the cost to repair the damage or conduct clean-up in an amount up to the \$100 security deposit will be assessed. You will be responsible to reimburse the Hoopili Community Association for any cost to repair damage or conduct clean-up in excess of the \$100 security deposit.

PRINT Full Name of HOOPILI RESIDENT Completing this Reservation Form:

FIRST MIDDLE LAST

Subdistrict/Association Name: _____ **Lot/Unit Number:** _____

Address: _____
Street Address

City State Zip

Contact Phone (Including Area Code): _____

Email: _____

Reservation Date: _____

of Guests: _____

Type of Function: _____

HOOPILI RESIDENT ACKNOWLEDGES HAVING READ THIS RESERVATION FORM AND MULTIFUNCTION ROOM USAGE AGREEMENT IN FULL. BY SIGNING THIS RESERVATION FORM, HOOPILI RESIDENT AGREES TO ALL OF THE TERMS OF HEREIN AND IN THE MULTIFUNCTION ROOM USAGE AGREEMENT.

PRINT HOOPILI RESIDENT NAME

SIGNATURE OF HOOPILI RESIDENT DATE

RESERVATION CONFIRMED (Reservation Not Confirmed Until Signed):

Ho'opili Community Association
GM (Thomas Chernin) Signature

RECEIPT OF USAGE FEE AND SECURITY DEPOSIT (\$100) ACKNOWLEDGED (Payable to HO'OPILI COMMUNITY ASSOCIATION):

Date: _____ Time: _____ A.M./P.M. Usage Fee Check No. _____

By: _____ Security Deposit Check No. _____