



# Terrazza, Corte Bella, Las Brisas, & Tiburon



91-1037 Kama'ilio Street, Ewa Beach, HI 96706 Ph: (808) 685-5500

## Pavilion Rental Agreement

PAVILION(S) RENTED: 1 2 7

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Phone(s): Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Function: \_\_\_\_\_ Approx No. Attending \_\_\_\_\_

Date & Time: \_\_\_\_\_

Applicant must be a registered Homeowner/Renter on TCLT Property. Applicant agrees to be responsible for the general conduct of persons attending the event. Any unruly acts such as loud noise/music, fighting, destruction of property, smoking, alcohol use, drug use, or bad conduct will result in an immediate end to the event. **Applicant agrees to respect and cooperate with instructions from TCLT Staff on Duty.**

Applicant must be present throughout the period of rental including set-up and clean-up periods and until the last guest has vacated the premises. All parties engaging the TCLT Recreation Center are responsible for any and all damages and will result in forfeiting rental deposit and additional fees may be charged accordingly. **Swim diapers are REQUIRED! If the pool is closed due to any uncontrolled bodily fluids the resident will be liable for all cleaning costs.**

TCLT will not be liable for any loss or injury to any person or property and Applicant agrees to indemnify TCLT against any and all claims filed or asserted as a result of the use of the TCLT Recreation Center.

**RESERVATION NOTICE:** Reservations can be made in person at TCLT Site Office or by calling TCLT Office at (808) 685-5500 during normal business hours. Reservations may be made up to sixty (60) days prior to the desired date of the activity as space is released into the system. Reservations will be filled on a first come, first serve basis. A homeowner may rent multiple pavilions provided there is availability the day before the event.

**NON-REFUNDABLE RENTAL FEE:**

- \$75.00 – Pavilion 1 Holds up to 25 Guests
- \$75.00 – Pavilion 2 Holds up to 25 Guests
- \$100.00 – Pavilion 7 Holds up to 50 Guests

**RENTAL DEPOSIT FEE:**

- \$75.00 – Pavilion 1 Holds up to 25 Guests
- \$75.00 – Pavilion 2 Holds up to 25 Guests
- \$100.00 – Pavilion 7 Holds up to 50 Guests

**PAVILLION RENTAL HOURS:** Monday - Friday (provided we have adequate staffing available) and Saturday & Sunday from 10:00a to 7:00p

**BBQ GRILLS:** Usage fee is \$30.00, subject to change. This is a non-refundable fee. Payment can be added to the Rental Fee amount.

**PAYMENT TERMS:** Deposit must be made at the time of reservation to secure the Pavilion, with a picture ID (Driver's License, Military ID, and Passport) for review and final approval. All payments are to be made by check or money order payable to TCLT.

**RENTAL INCLUDES:** Use of chairs, tables, sink and refrigerator in rented pavilion. Gas stoves, burners, charcoal grills or any other similar equipment are prohibited in the TCLT Recreation Property.

**CANCELLATION:** Cancellations must be done 7 days prior to reservation date. Any cancellation notice received 7 days or less prior to reservation date will forfeit the entire rental deposit.

**DECORATIONS/TABLE SET-UP:** Applicant shall not use staples, tacks, or glue on any of the pavilion tables, walls ceiling, wood surfaces, or any other TCLT property. Applicant will remove all decorations at the end of the event. Applicant may move tables/chairs within the rented pavilion; however, tables/chairs must be returned to their original position at the conclusion of the event.

**DEPOSIT REFUND:** All deposits refunded are determined based on the cleanliness after your event. Deposits may be forfeited if renter fails to review the condition of the premises with the staff on duty before vacating the premises. Applicant will be notified the Monday after your event via email or phone to advise of deposit return or forfeiture. Applicant may pick up refundable deposit check as early as the Monday after the event OR may authorize TCLT to cross shred and destroy by signing below. Any check not picked up after 30 business days will automatically be cross shredded.

**ACKNOWLEDGEMENT:** Applicant acknowledges having read this agreement, and agrees to the Terms and Conditions and intending to be legally bound by such, so signifies their agreement by their signature below.

Applicant/Renter:

TCLT:

By: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature) (Signature)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use:**

Date Check Received: \_\_\_\_\_ Rental Check # \_\_\_\_\_ Deposit Check # \_\_\_\_\_

Date Check Received: \_\_\_\_\_ Rental Check # \_\_\_\_\_ Deposit Check # \_\_\_\_\_



## PAVILION RENTAL SIGN IN & SIGN OUT CHECKLIST

PAVILION RENTED (CIRCLE ONE): 1 2 7

WITH GRILL OR NO GRILL

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TIME IN: \_\_\_\_\_

PHONE #: \_\_\_\_\_ LOT NO: \_\_\_\_\_

***In order to receive your deposit, the following must be completed***

- ❖ BBQ GRILLS Has it been cleaned and wiped down? YES or NO
- ❖ REFRIGERATOR Has it been cleaned and wiped down? YES or NO
- ❖ TABLES & CHAIRS Has it been cleaned, Tables & Chairs accounted for? YES or NO
- ❖ COUNTER & SINK Has it been cleaned and wiped down? YES or NO
- ❖ GROUND Must be swept and cleared of any trash or debris? YES or NO
- ❖ TRASH All bagged and disposed in dumpster (behind Pav 7) YES or NO
- ❖ DECORATIONS Has all décor been taken down with no traces left? YES or NO

*(Even items as simple as tape must be taken down, too may affect your deposit return)*

Staff Comments: \_\_\_\_\_

*Upon check in of the pavilion, it was explained to me that if my party does not follow the Rules & Regulations including **NO ALCOHOL & NO SMOKING**, or if we fail to clean up properly, we will forfeit your deposit.*

Home Owner Sign-in: \_\_\_\_\_ Time in: \_\_\_\_\_

Staff Sign-in: \_\_\_\_\_ Time in: \_\_\_\_\_

Home Owner Sign-Out: \_\_\_\_\_ Time out: \_\_\_\_\_

Staff Sign-Out: \_\_\_\_\_ Time out: \_\_\_\_\_

Office Use: Refund: Date: _____ Chk #: _____ Amount: _____ TCLT Mgr: _____
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Staff Sign-Out: \_\_\_\_\_ Time out: \_\_\_\_\_

Office Use: Refund: Date: _____ Chk #: _____ Amount: _____ TCLT Mgr: _____
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