



**Discovery Harbour
Community Association**

P.O. Box 651 • Naalehu, Hawaii 96772-0651
(808) 929-9576 • Fax: (808) 939-9046
E-Mail: dhca@discoveryharbour.net
www.DiscoveryHarbour.net

NAME: _____ Date: _____

Lot #: _____ Phone: _____ Email: _____

Signature: _____

Member _____ Non-Member _____

Date and Time of Event

\$25 Key Deposit Yes No

Description of event:



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I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE CONDITIONS:

Function: _____ **Approximate number of people** _____

Date of use: _____ **Time: from** _____ **to** _____

Name: _____ **Date** _____

Lot #: _____ **Phone #** _____

Signature:

Member _____



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Rental Agreement for Assembly Hall

The primary purpose of the facilities is for the use of the Members of Discovery Harbour Community Association, to promote free community activities or provide a venue for personal use of the hall. Use of the Hall is preferential to Association Members in good standing.

Outside instructors promoting free activities for the benefit of the community are also welcome.

Procedures for Rental of Assembly Hall:

- The Hall may be rented for personal activities such as private celebrations, fund raisers, civic organization events where all Members are not necessarily invited.
- Fees are \$75/day for Association member or \$150/day for non-Members.
- In addition, a \$150.00 check for deposit must be posted for replacement of supplies used, extra cleaning and trash removal. Renters using these facilities will be responsible for all fixtures, equipment and clean-up of building and grounds.
- Contact the office to determine if the date is available, fill out a Hall Agreement form and make a payment for hall use fee and deposit. If everything is left in good condition, the deposit will be returned. (Checks returned by your bank will be subject to a \$25.00 service fee.)
- A checklist (Exhibit B) is included with Hall Agreement form and must be reviewed by a DHCA representative prior to release of deposit.

Hall Inventory

Chairs – 9 Blue Padded, 59 Black Folding, 17 White Plastic, 36 brown upholstered chairs .

In the event a member wishes to rent chairs (brown chairs not included) for a personal function, the charge is \$.25/chair and a \$15.00 fee for loss or breakage

Tables – 4 Card Tables, 23 6-Ft Plastic .

No tables may be removed from the facility, particularly the round table which is on loan to DHCA from a Community member.

Kitchenware – Dishes, silverware, utensils, pans, microwave and coffee pot.

Appliances – 2 TV, 1 VCR.

Rules of the Assembly Hall

- Activities are allowed “not for profit” and compensation for services is not allowed.
- Total occupancy limited to 72 by the Hawaii County Fire Department.
- Alcohol may not be served or sold at any event unless the party renting the facilities provides the Association with a Certificate of Insurance evidencing liquor liability coverage in effect and extending the policy protection to name DHCA as an additional insured. No one under the age of 21 may consume alcohol on the premises.
- Smoking is not allowed inside any building and must be 20 feet from any building outside.
- Use of existing supplies will be replaced or reimbursed.
- All equipment, dishes, utensils, pans and appliances will be cleaned and stored as found.
- DHCA tent may be used for outdoor seating to increase number of attendees. Rental fee of \$75.00 will be charged and does not include labor of erecting tent. User may provide and set-up their own tent.
- User accepts responsibility for damages and cleaning of premises.
- At conclusion of activity, windows are closed and locked, lights off, doors locked and trash is removed.



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DHCA Assembly Hall **CHECKLIST** for Rentals:

- Clean Floor – Swept & Mopped
- Refrigerator clean of any items brought in
- All kitchen appliances clean
- All dishes, silverware, pans cleaned and put away
- Trash removed from premises
- Windows closed & locked
- All Furniture stored where found
- Lights Off
- Bathrooms left clean and locked
- Doors locked

Signature of Renter _____

Reviewed by DHCA Rep: _____

Date Deposit Returned: _____