



# LONG HOUSE RESERVATION FORM

Hours: 11:00- 4:30 5:00-10:00

Honolulu Park Place residents who wish to use the Long House are required to complete and return this reservation form to the Manager's office at least three (3) days prior to the requested Long House usage date. A \$250.00 security deposit (refundable) and a separate \$50.00 usage fee (non-refundable) must be included with the reservation form.

Name \_\_\_\_\_  
Unit No. \_\_\_\_\_ Date Reserved \_\_\_\_\_  
Phone No. Home \_\_\_\_\_ Work \_\_\_\_\_

Time Reserved: (please circle) 11:00-4:30 5:00-10:00

By signing in the space provided below, you hereby agree to observe and comply with the following Long House user guidelines and restrictions:

1. The Long House shall not be used for financial gain of any kind or for any offensive or improper purpose. (Maximum usage is 38 people; 25 people for sit-down dinner) Those reserving the Long House shall be responsible for the conduct of their children and guests for any damage to the Long House or any part thereof; including the furniture, other fixtures and amenities that may occur during the event. Security will not leave any door unsecured for this purpose and the Long House user will not prop open any door for the convenience of their guests.

**Feeding of the fish is prohibited**, if found feeding the fish, this will be an automatic deduction from your security deposit.

2. A \$250.00 security deposit is required at the time of the reservation. Checks should be made payable to "Honolulu Park Place AOA", and will be returned after the event, with the appropriate deductions made for any damages. The Long House must be thoroughly cleaned and you must have a Security Officer sign off on the Long House Checklist at the time that you vacate. You must return the signed checklist to the office before your security deposit will be returned. The security deposit can be valid for no more than 60 days, if so reserved. Persons using the Long House during the period 5:00 to 10:00 P.M. must clean and vacate the facility by 10:00 P.M. Failure to vacate the facility by 10:00 P.M. may result in the loss of a part of, or all of, your deposit.

3. A non-refundable \$50.00 usage fee is also required at the time of reservation. Checks should be made payable to "Honolulu Park Place AOA".

4. The attached guest list must be completed and returned to the security personnel at the lobby console on the day of your event and at least one hour prior to your scheduled reservation time. Long House guests are allowed up to a maximum of six (6) guest parking stalls on a "first come, first served" basis.

5. Long House guests are not permitted to use any other amenity or facility of the Honolulu Park Place Club including but not limited to tours of the facility.

"I have read, fully understand and agree to the above mentioned Long House user guidelines and restrictions. I agree to abide by all Honolulu Park Place rules including House Rules and Club Rules."

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

LONG HOUSE RESERVATION FORM  
JANUARY 2021



## LONG HOUSE CHECKLIST

Name \_\_\_\_\_ Date \_\_\_\_\_ Unit No. \_\_\_\_\_

Date Reserved \_\_\_\_\_ Time Reserved (please circle)      11:00-4:30      5:00-10:00

Tenants are required to follow these guidelines in order to keep our facilities clean and attractive. Please leave the Long House as clean as you found it for the enjoyment of the next users.

### PLEASE CHECK ALL AREAS THAT HAVE BEEN COMPLETED

1. \_\_\_\_\_ Sweep Long House floor areas including kitchen and boardwalk.
2. \_\_\_\_\_ Clean and remove all items off table tops. Put trash in receptacles provided in the Long House.
3. \_\_\_\_\_ Secure the trash bags and leave them inside the Long House by the exit door.

### AREAS TO WIPE DOWN AFTER EACH USE

4. \_\_\_\_\_ **Table Tops** – Clear of food and wiped down completely.
5. \_\_\_\_\_ **Counter Tops** – Clear and wipe clean.
6. \_\_\_\_\_ **Chairs** – Brush off droppings and wipe clean.
7. \_\_\_\_\_ **Floors** – Wipe up any spilled food and drinks.

### KITCHEN APPLIANCES

8. \_\_\_\_\_ **Stove** – Wipe greasy areas.
9. \_\_\_\_\_ **Refrigerator** – Remove all items and wipe droppings.
10. \_\_\_\_\_ **Sink** – Dispose of droppings in disposal and rinse.
11. \_\_\_\_\_ **Microwave** – Clear and wipe clean.

Damages to report \_\_\_\_\_

Security Signature \_\_\_\_\_ Time \_\_\_\_\_

Resident Signature \_\_\_\_\_

LONG HOUSE RESERVATION FORM  
JANUARY 2021



# LONG HOUSE GUEST PARKING

Name \_\_\_\_\_ Unit No. \_\_\_\_\_

Date Reserved \_\_\_\_\_ Time Reserved (please circle) 11:00-4:30 5:00-10:00

	<u>Name</u>	<u>Vehicle/License</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

**Reminder:** This form must be returned to the security personnel at the lobby console on the day of your event and at least one hour prior to your scheduled reservation time. Long House guests are allowed up to a maximum of six (6) guest parking stalls on a "first come, first served" basis.