



PAPAKŌLEA
COMMUNITY DEVELOPMENT CORPORATION

Reservation Request Form

Date Received: _____
Permit No.: _____
Permit Issued: _____

Application Name (Last, First): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone #1: _____ Phone #2: _____ Email: _____

Organization Name: _____ Org.Type (check one): Non Profit For-Profit

Address: _____ City: _____ State: _____ Zip Code: _____

Bus. Phone #: _____ Fax #: _____ Website: _____

Date(s) of Event: ____/____/____ To: ____/____/____ Time: From: _____ AM/PM To: _____ AM/PM

Specified Day(s) of the week (Sun.-Sat.): _____ Private Function: (Y/N) Fundraiser: (Y/N)

Description of Function(s): _____ Est. No. Attending: _____ to _____

Receipt of Monthly Invoice (check one): Postal Service Email Email: _____

FACILITY USE/ EQUIPMENT RENTAL/ PRIVATE FUNCTION REQUEST

TABLE A: FACILITY USE:(Check all that apply)

Location	√	Fee	No. Days	Total Hours	Cost
*Upper Hall	<input type="checkbox"/>	\$15.00/hr			
**Lower Hall	<input type="checkbox"/>	\$15.00/hr			
CTC	<input type="checkbox"/>	\$30.00/hr			
Kitchen	<input type="checkbox"/>	\$15.00/hr			
Upper Court	<input type="checkbox"/>	No Fee			
Lower Court	<input type="checkbox"/>	No Fee			
TOTAL					

* Maximum Capacity: 388 **Maximum Capacity): 122

ALCOHOL AND SMOKE FREE ENVIRONMENT

DEPOSIT: \$100.00. Will be **fully refundable** if and only if all rules and regulations stipulated in the permit have been complied with. Will be **non-refundable** in the case of a cancellation less than 7 days before the scheduled event, an event causing property damage or failure to comply with the rules and regulations of PCDC. Applicant will be held responsible for all property damage exceeding the deposit.

DISCLAIMER LIABILITY

I/We am/are at least 18 years of age. I/We having requested of the Papakolea Community Corporation, also known as PCDC to allow me/us of the Papakolea Community Park facilities as selected above for the function described and do hereby fully relieve the PCDC and the Department of Hawaiian Home Lands (DHHL), its executive officers, board of directors and member of any and all liability, responsibilities in terms of personal injury or death, personal liability, and/or property damage to renter's and their participants. I/We realize this request is at my/our sole discretion and agree not to hold the Papakolea Community Development Corporation or DHHL responsible in any way for any mishaps directly or indirectly arising out of my/our use of the Papakolea Community Center facility and grounds.

I/We have read and understand this disclaimer liability statement and agree to its terms.

Print Name _____ Signature _____ Date _____