

# PACIFIC PALISADES COMMUNITY ASSOCIATION

P.O. Box 1439 Pearl City Hawaii 96782 • Phone: 455-5182 • Email: [ppcahawaii@gmail.com](mailto:ppcahawaii@gmail.com) • Website: [ppcahawaii.org](http://ppcahawaii.org)

## RENTAL CONTRACT

Pacific Palisades Community Association offers a variety of rental options at the Center. Renters must be 21 years of age or older. Rentals are taken up to 12 months in advance on a first come, first serve basis. Please read and complete the following contract. It is your responsibility as the Renter to understand all rental terms and requirements in this contract. Only one event is scheduled per day at the Center. If you have any questions about anything in this contract, contact the office manager. In case any questions should arise, please keep a copy of this contract for your records.

### RENTER INFORMATION

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_ CELL PHONE \_\_\_\_\_

### RENTAL INFORMATION *(Check appropriate boxes below)*

DATE OF RENTAL \_\_\_\_\_

ANTICIPATED NUMBER OF GUEST ATTENDING \_\_\_\_ *(250 maximum)*

EVENT DESCRIPTION ☐ Birthday ☐ Graduation ☐ Wedding ☐ Other \_\_\_\_\_  
☐ Sports: Name of Team \_\_\_\_\_  
☐ Seminars / Workshops: Name of Organization \_\_\_\_\_

ALCOHOL BEVERAGES ☐ No  
☐ Yes *(Mandatory to hire HPD Special Duty Officer)*

### SECURITY DEPOSIT *(Require to reserve date)*

Full payment in the form of **Cashier's Check or Money Order** made payable to **Pacific Palisades Community Association**.

Security Deposit is refundable only upon determination of cancellations and following an inspection of the center after your event for any violations or damages to the facility or property.

Fifty dollars will be retained from your security deposit to cover the user fee and disposal cost of the HDS trash bin.

Any refundable security deposit is issued by a PPCA check, usually within 10 days after the date of the rental. Security Deposit is to be picked up at the PPCA office, from 8:00am to 12:00 pm, Monday through Friday.

### RENTAL FEE *(Required 30 days prior to event)*

Full payment in the form of **Cashier's Check or Money Order** made payable to **Pacific Palisades Community Association**.

### HPD SPECIAL DUTY OFFICER INFORMATION

It is mandatory to hire an HPD Special Duty Officer for Friday and Saturday evening rentals, regardless if alcohol is served or not. It is mandatory to hire HPD Special Duty Officer if you or your guest serve or bring alcohol (BYOB) to your event. Day rentals, such as Saturday's and Sunday's from 8am to 5pm, do not require an HPD Special Duty Officer on duty if no alcohol will be served.

HPD Special Duty Officer on Assignments is primary hired to maintain order, provide security, facilitate traffic flow, and take action against violations of the law.

Place your order with the Special Duty Section at least ten (10) working days prior to your event. You must follow up with the Special Duty Section during normal business hours to find out if your request was filled.

**Your signature confirms that you have read page 1 of 5 pages of this Rental Contract and are in agreement with all rental terms and requirements.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ (Rev 3.17.17)

## HPD SPECIAL DUTY OFFICER INFORMATION cont.

Contact Information: The Honolulu Police Department, Major Events Division – Special Duty Section

801 South Beretania Street, Honolulu, HI 96813

Hours: 8:00 a.m. – 3:00 p.m.

Monday – Friday (Except State and Federal Holidays)

Telephone: (808)723-3575 or Online Email Form: <http://www.honolulupd.org/contact/index.php>?

HPD Special Duty Officer must remain on duty from the start of event until renter has secured and locked facility and the end of event.

The Renter must obey all state alcohol regulations and is responsible for fines should those laws be violated. The Renter assumes responsibility that no one under the age of 21 can be served or consume alcohol beverages; any intoxicated guest must not be permitted to drive home when leaving their function; and the Renter assumes full responsibility of guest when alcohol is served.

Your entire security deposit will be retained for violation if a HPD Special Duty Officer is not present during your rental.

A copy of the HPD Special Duty form, page 6 of this rental contract must be completed by renter and the HPD Special Duty Officer and submitted to the PPCA representative the day after your event.

## RENTALS FOR MEMBERS - 5 OPTIONS (Check appropriate boxes below)

### 1. STANDARD RENTALS (3 options)

☐ Full Day Rental for Fridays & Saturdays, 8:00am to 10pm - \$200 Security Deposit & \$500 Rental Fee (**Mandatory to hire HPD Special Duty Officer**) Facility must be secured, locked and vacant by 10:00pm. Be sure to allow time for set-up and clean-up within your rental time.

☐ Half-Day Rental for Fridays, 1:00pm to 10pm - \$200 Security Deposit & \$200 Rental Fee (**Mandatory to hire HPD Special Duty Officer**) Facility must be secured, locked and vacant by 10:00pm. Be sure to allow time for set-up and clean-up within your rental time.

☐ Half-Day Rental for Saturdays & Sundays, 8am to 5pm - \$200 Security Deposit & \$200 Rental fee (**Mandatory to hire HPD Special Duty Officer if serving alcohol**) Facility must be secured, locked and vacant by 5:00pm. Be sure to allow time for set-up and clean-up within your rental time.

### 2. SWIMMING POOL RENTAL (Must be combined with rental)

☐ Five Hour Rental for Fridays, Saturdays & Sundays, 10am to 3pm or 11am to 4pm or 12pm to 5pm - \$250 Rental Fee (**Rental includes PPCA Lifeguard. Call to check lifeguard availability**) Swimming Pool will be secured and lock at end of lifeguard shift.

### 3. SEMINAR / WORKSHOP RENTAL (No alcohol allowed)

☐ Full Day Rental for Fridays, 8am to 10pm - \$100 Security Deposit & \$50 Rental Fee

This is for qualified neighborhood events such as educational or informational (**The scheduling of event will become subject to the approval of the PPCA Board**) Facility must be secured, locked and vacant by 10:00pm. Be sure to allow time for set-up and clean-up within your rental time.

### 4. SPORTS RENTALS (3 options)

☐ Full Day Rental for Fridays & Saturdays, 8:00am to 10pm - \$200 Security Deposit & \$100 Rental fee (**Mandatory to hire HPD Special Duty Officer**) Facility must be secured, locked and vacant by 10:00pm. Be sure to allow time for set-up and clean-up within your rental time.

☐ Half-Day Rental for Fridays, 1:00pm to 10pm - \$200 Security Deposit & \$100 Rental Fee (**Mandatory to hire HPD Special Duty Officer**) Facility must be secured, locked and vacant by 10:00pm. Be sure to allow time for set-up and clean-up within your rental time.

☐ Half-Day Rental for Saturdays & Sundays, 8am to 5pm - \$200 Security Deposit & \$100 Rental Fee (**Mandatory to hire HPD Special Duty Officer if serving alcohol**) Facility must be secured, locked and vacant by 5:00pm. Be sure to allow time for set-up and clean-up within your rental time.

Your signature confirms that you have read page 2 of 5 pages of this Rental Contract and are in agreement with all rental terms and requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_ (Rev 3.17.17)

## **RENTALS FOR MEMBERS cont. (Check appropriate boxes below)**

### **5. FUNDRAISING RENTALS**

☐ Half-Day Rental for Saturdays & Sundays, 8am to 5pm - \$200 Security Deposit & \$100 Rental Fee (**Mandatory to hire HPD Special Duty Officer if serving alcohol**) Facility must be secured, locked and vacant by 5:00pm. Be sure to allow time for set-up and clean-up within your rental time.

## **RENTALS FOR NON-MEMBERS - 2 OPTIONS (Check appropriate boxes below)**

### **1. STANDARD RENTALS**

☐ Full Day Rental for Fridays & Saturdays, 8:00am to 10pm - \$200 Security Deposit & \$800 Rental Fee (**Mandatory to hire HPD Special Duty Officer**) Facility must be secured, locked and vacant by 10:00pm. Be sure to allow time for set-up and clean-up within your rental time.

☐ Half-Day Rental for Fridays, 1:00pm to 10pm - \$200 Security Deposit & \$500 Rental Fee (**Mandatory to hire HPD Special Duty Officer**) Facility must be secured, locked and vacant by 10:00pm. Be sure to allow time for set-up and clean-up within your rental time.

☐ Half-Day Rental for Saturdays & Sundays, 8am to 5pm - \$200 Security Deposit & \$500 Rental Fee (**Mandatory to hire HPD Special Duty Officer if serving alcohol**) Facility must be secured, locked and vacant by 5:00pm. Be sure to allow time for set-up and clean-up within your rental time.

### **2. SWIMMING POOL RENTAL (Must be combined with rental)**

☐ Five Hour Rental for Fridays, Saturdays & Sundays, 10am to 3pm or 11am to 4pm or 12pm to 5pm - \$250 Rental Fee (**Rental includes PPCA Lifeguard. Call to check lifeguard availability**) Swimming Pool will be secured and lock at end of lifeguard shift.

## **CANCELLATION POLICY**

- \$25 Administration Fee will be retained from your Security Deposit for cancellations more than 60 days before event.
- \$50 Administration Fee will be retained from your Security Deposit for cancellations less than 60 days before event.
- Your entire Security Deposit will be retained for cancellations less than 30 days before event.

## **PPCA MANAGEMENT**

Has the right to change any such rules from time to time without notice. For security and violation purposes, 4-surveillance cameras have been installed in and around the facility and placed at the entry points, parking lot and throughout the facility, providing management with valuable insight into any situation that may occur and/or to contest any violations.

## **EQUIPMENT INCLUDED WITH RENTAL**

Stage	Swing Set and Playground Equipment/Exercise Set
2 Refrigerators / Freezer	2 Brooms, 2 Dust Pans, 1 Mop and 1 Mop Bucket
Stove / Oven	50 Folding Tables (6 feet length)
5 33-Gallon Trash Containers	2 Stainless Steel Tables (for kitchen use only)
225 Folding Chairs (metal)	1 4-yd HDS Trash Bin (Located near the loading/unloading driveway)

## **CENTER RENTAL RULES (Renter's responsibility to insure that guests abide by the rules)**

### **OBTAINING AND RETURNING FACILITY KEYS THE RENTER . . . . .**

- is responsible to obtain the rental keys from the PPCA representative at 8:00 am on the day of rental or a \$25.00 violation fee will be retained from your security deposit, unless other arrangements have been made with PPCA representative.
- is responsible to return the rental keys to the PPCA Representative at 8:00 am the day after rental for an inspection of the center for any violations or damages or a \$25.00 violation fee will be retained from your security deposit, unless other arrangements have been made with PPCA representative.

### **DECORATIONS THE RENTER . . . . .**

- must not use any form of confetti, confetti is not permitted at this facility, your entire security deposit will be retained for cleanup cost.
- must not use nails, hooks, tacks, screws, tape or any type of adhesive to adhere decorations that will cause damages to the facility,

Your signature confirms that you have read page 3 of 5 pages of this Rental Contract and are in agreement with all rental terms and requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_ (Rev 3.17.17) 3.

## **CENTER RENTAL RULES** *(Renter's responsibility to insure that guests abide by the rules)*

### **DECORATIONS** *THE RENTER cont. . . . .*

your security deposit will be applied to repair any damages. If cost exceeds your security deposit, you will be billed the remaining cost for repairs.

- is responsible to remove all signs, banners and materials used to support these items from chain-link fence. A \$30.00 violation fee will be retained from your security deposit for removal cost.

### **GUEST** *THE RENTER . . . . .*

- is responsible to control and avoid guest from loitering or congregating outside of fenced area surrounding the community center during or after events so that neighbors are not affected by noise, lights, music, etc.

- is responsible for all guest on the property during the rental and that they only use those areas of the facility that are specified on the contract, your security deposit will be retained for unauthorized use of swimming pool.

### **ACTIVITIES** *THE RENTER . . . . .*

- must not allow use of water slides or water activities involving excessive use of water, your entire security deposit will be retained for water usage.

- is responsible to oversee that all Inflatable's, Bouncer's, or Keiki Rides are connected or powered by a generator. Your entire security deposit will be retained for violation of any electrical outlet use.

### **NOISE ORDINANCE** *THE RENTER . . . . .*

- is responsible in compliance with the PPCA Noise Ordinance. All rentals are required to play music in moderation so that it does not disturb area residents. Noise Ordinance is strictly enforced at 9:30 pm for Friday & Saturday Events. All red covered electrical outlets located in the covered pavilion area are set on a timer to go off at 9:30 pm It is the Renter's responsibility to STOP all entertainment and END your function at this time. Your entire security deposit will be retained for violation of any noise complaints after 9:30 pm.

### **PARKING** *THE RENTER . . . . .*

- is responsible to inform all participants that "Street Parking Only" is available on a first come, first serve basis.

- is responsible for any illegal parking having to do with vehicles belonging to participants.

- is responsible for informing all vehicle drivers entering the driveway from Komo Mai Drive that they are allowed only 1 hour of loading and unloading or a \$25.00 per vehicle violation fee will be retained from your security deposit for each vehicle parked more than 1 hour.

### **FIXTURE, FURNITURE & EQUIPMENT** *THE RENTER . . . . .*

- is financially responsible for any and all damages occurred at the facility and property while in possession of the rental keys. If furnishings (table \$70.00 or chair \$25.00), fixtures, equipment, etc., are damaged, your security deposit will be applied to replace those items. If cost exceeds your security deposit, you will be billed the remaining cost to replace those items.

- must not move center stage from original location, your entire security deposit will be retained for damages to the stage and floors.

- is responsible that furnishings & equipment are return to proper storage areas as found at start of rental, your entire security deposit will be retained for clean-up cost.

- must remove any type of adhesive or decorations from tables and wipe clean before stacking them in storage (fold legs facing up in 2 stacks (25/25), your entire security deposit will be retained for clean-up cost.

- must remove any type of adhesive or decorations from chairs and wipe clean before stacking them in storage (fold and hang upside down with PPCA words facing forward in 4 sets of 10, 40 chairs per rack).

- is responsible for keys and padlocks. If damaged or lost, your security deposit will be applied to replace those items.

### **FIXTURE, FURNITURE & EQUIPMENT (cont.)** *THE RENTER . . . . .*

- must make sure that all the facility lights are turned off (except sensor light located in the center of the pavilion), a \$100.00 violation fee will be retained from your security deposit.

- is responsible to make sure all doors and padlock are locked and secured upon closing or a \$100.00 violation fee will be retained from your security deposit.

### **SWIMMING POOL** *THE RENTER . . . . .*

- is responsible for any damages to pool equipment, fixtures, swimming pool, etc., your security deposit will be applied to replace those items. If cost exceeds your security deposit, you will be billed the remaining cost to replace those items.

- shall insure that all guest read and abide the pool rules posted.

**Your signature confirms that you have read page 4 of 5 pages of this Rental Contract and are in agreement with all rental terms and requirements.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ (Rev 3.17.17)

## CENTER RENTAL RULES cont.

### SWIMMING POOL *THE RENTER cont. . . . .*

- agrees that a qualified PPCA lifeguard will be present at all times while the swimming pool is being used and occupied, your entire security deposit will be retained for unauthorized use of swimming pool without a PPCA lifeguard present.
- shall insure that all guest understand that No food, No beverages, No alcoholic beverages, No smoking, No drugs or anyone under the influence of alcohol or drugs will be allowed to enter the swimming pool area, your entire security deposit will be retained if any of these violations.

### CLEANING *THE RENTER . . . . .*

- must bag and remove all personal belongings, trash, debris, etc. from the facility, playground, surrounding areas of the property, and outside of fenced area, including the sidewalk and surrounding streets when you leave. No trash may be left at or near the Community Center, your entire security deposit will be retained for clean-up cost.
- is responsible to clean up and remove all cooking oil or grease from the facility. Do not dispose oil or grease on the lawn, in drains or on the grounds of this facility. It should be bagged and removed from the facility. No type of oil or grease may be left at the Community Center, your entire security deposit will be retained for removal cost.
- is responsible to sweep & mop the entire covered areas of the facility including the kitchen and restrooms (Do Not Hose), your entire security deposit will be retained for clean-up cost.
- is responsible to clean the kitchen, including the sinks, stove, oven, stainless steel tables, refrigerators and freezers (Do Not Hose), your entire security deposit will be retained for clean-up cost.
- is responsible to clean the bathroom, including the toilets, urinal & shower areas (Hose If Needed), your entire security deposit will be retained for clean-up cost.

## FACILITY WAIVER RELEASE

I certify that the information I have given is accurate. I have read the rental and understand the rental contract including the renter information, rental information, security deposit & rental fee requirements, HPD special duty officer information, rental options (5), cancellation policy, PPCA management, equipment included with rental, center rental rules, facility waiver and acknowledgement of contract. Renter will be responsible for all injuries caused by such use. Renter shall be responsible for reimbursing the PPCA for any violations, loss or damages to the facility, furnishings, equipment or property caused by such use. In consideration of participation as specified at location shown on the above dates and times, Renter does hereby release and hold harmless PPCA from any and all liability or claims for damage or injury to person or property of the undersigned due to Renter's use of said facility or property, by reason of any act or omission by the PPCA, or any of its officers, agents or employees or the condition of its property.

## FEES, FINES & REFUNDS

### SECURITY DEPOSIT

C / MO \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

### RENTAL FEE

C / MO \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

### POOL RENTAL FEE

C / MO \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

### SECURITY DEPOSIT REFUND

Check No. \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

### CANCELLATION FEE

Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

VIOLATION(S) \_\_\_\_\_ Amount \$ \_\_\_\_\_

## ACKNOWLEDGEMENT OF CONTRACT

Your signature confirms that you have read page 5 of 5 pages of this Rental Contract and are in agreement with all rental terms and requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_ (Rev 3.17.17)

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## HPD SPECIAL DUTY OFFICER

HPD Special Duty Officers are primarily hired to maintain order, provide security and take action against violations of the law. They should not be involved in the enforcement of house rules or other administrative duties except to encourage compliance through police presence and to take action to prevent illegal acts or disorderly conduct at the Pacific Palisades Community Association. Please read and complete the following contract. If you have any questions about anything in this contract, contact the office/center manager.

### RENTER'S INFORMATION

NAME(S) \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

### OFFICER'S INFORMATION

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

IDENTIFICATION NO. \_\_\_\_\_

DISTRICT \_\_\_\_\_

CHECK APPROPRIATE BOX: ☐ Hired Special Duty Officer ☐ Volunteer Special Duty Officer

DATE OF EVENT \_\_\_\_\_

TIME: Start \_\_\_\_\_ Finish \_\_\_\_\_

### OFFICER'S INFORMATION *(Complete if more than one HPD Special Duty Officer is on duty)*

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

IDENTIFICATION NO. \_\_\_\_\_

DISTRICT \_\_\_\_\_

CHECK APPROPRIATE BOX: ☐ Hired Special Duty Officer ☐ Volunteer Special Duty Officer

DATE OF EVENT \_\_\_\_\_

TIME: Start \_\_\_\_\_ Finish \_\_\_\_\_

### ACKNOWLEDGEMENT OF FORM

Your signature confirms that you were granted permission to provide special duty services through the Honolulu Police Department's Special Duty Program at the Pacific Palisades Community Association.

Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_ (Rev 3.17.17)