



**EVENT RESERVATION FORM**  
**(808)443-7436 (808)331-1082 fax**

Name \_\_\_\_\_ Unit # \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Reservation \_\_\_\_\_

Time of Reservation \_\_\_\_\_

**The rules:**

1. No decorations are to be attached to the walls or windows.
2. The area is to be used for NON-PROFIT organizations ONLY.
3. Reservations need to be made 2 weeks in advance.
4. A deposit of \$50, for the community area only, is required when reservation is made. It will be returned within 7 days if the facilities are found to be left in acceptable condition.
5. When reserving the community area, the pool/spa and the BBQ area, a deposit of \$100 is required at the time the reservation is made. This will also be returned within 7 days, provided the areas are left in the condition they were found.
6. Your party will have exclusive use of 1 BBQ; the other may, or may not be used by other residents of Kona Sea Villas, should they desire to do so.
7. Persons making the reservation will be held responsible for the conduct of their guests. The resident must escort the guest(s) on property.
8. The area may be reserved for a maximum of 20 guests. Any exceptions to that rule must first be approved by the Resident Manager BEFORE the event.
9. The duration of the reservation must be no longer than 4 hours, and must be completed by 8pm.
10. Please be reminded that no glass containers or bottles are allowed in this area, and that we expect the area to be cleaned up and in order after your event has commenced.
11. State law requires individuals to be 21 years of age or older to consume alcohol. Please respect this law and be sure there is a designated driver among your guests if alcoholic beverages are consumed.
12. NO SMOKING is allowed.
13. We also ask that your guests respect our pool and spa rules; such as showering before using those facilities, and for the respect of other tenants, no stereo equipment shall be allowed.
14. Please inform your guests to use any and all GUEST parking, or use your own available parking stalls. You may also choose to make arrangements with some of your neighbors for the use of their parking stalls, if they would be so inclined to do so.

ENJOY,  
Kona Sea Villas Management