

Frequently Asked Questions – Royal Kunia Community Recreation Center (CRC)

1. How much does it cost to rent the CRC for an event?

There are three payments that will make up the cost for the rental of the CRC:

1. A Security Deposit of \$250.00 is needed to reserve the date. The deposit will be refunded after the event date if Host/Sponsor complies with the rules of the facility.

2. Available room(s) for your event:

ROOMS	MAX CAPACITY	COST	AC USE (Optional)
Ilima Room (No Kitchen Use)	75 People	\$150.00	\$20.00 (2 Units)
Maile Room	122 People	\$300.00	\$40.00 (3 Units)
Both Rooms (Ilima and Maile)	197 People	\$400.00	\$60.00 (5 Units)

3. If alcohol is being dispensed or brought in and/or Music/DJ/Live Band will be playing, you will need to purchase the service of an HPD Special Duty Officer.

DAY OF EVENT	COST FOR 1 HPD OFFICER
Friday (5:00pm – 11:00pm)	\$235.00
Saturday (9:00am – 3:00pm OR 5:00pm – 11:00pm)	\$235.00
Sunday (9:00am – 3:00pm)	\$235.00
Sunday (5:00pm – 9:00pm)	\$163.00

Please take a look at this example:

Homeowner A would like to rent the CRC for a Saturday Evening Event, they are going to have BYOB and Alcohol will be dispensed on site.

PAYMENT FOR	AMOUNT
Security Deposit (refundable)	\$250.00
Renting Both Rooms	\$400.00
Special Duty HPD	\$235.00
AC Use	\$60.00
TOTAL	\$945.00

2. When are payments due?

The Security Deposit is due with the submission of the signed contract, usually seven (7) to ten (10) days from reservation. Rental fees and HPD Special Duty fees are due ninety (90) days prior to the event. If party is less than ninety (90) days from date of reservation, all fees are due in full with signed contract. All fees are subject to change without prior notice.

3. What types of payment do you accept?

We accept check, cashier's check, and money order payments made out to Royal Kunia Community Association. NO cash will be accepted.

4. Who do I write my check, money order, or cashier's check to?

Royal Kunia Community Association

5. Who can rent out the CRC for an event?

Homeowners of the Royal Kunia Community Association who are in good standing are welcome to reserve a date for rental of the CRC. Tenants living in Royal Kunia may only host provided that they obtain the Transfer of Privileges from the Homeowner on Title/Landlord/Property Management Company. Homeowners that choose to *sponsor* and MUST be present throughout the entire event (Set-up to Shut Down). *Sponsor is defined as someone who is not a part of the Royal Kunia Subdivision that may be interested in renting our facility under a Homeowner.*

6. How far in advance can I reserve?

Reservations must be made at least thirty-one (31) days from the date in of event and can be made up to one (1) year in advance.

7. Are inflatables allowed on CRC lawn?

No; inflatables, bouncers, and/or carnival rides are not allowed on CRC grounds.

8. What kind of vendors is allowed?

Vendors are defined as a person or company providing a service, whether it's paid for or free. Vendors such as Mobile DJ, Photobooths, Live Band, Dancers, Balloon Making, Face Painting, Shave Ice/Popcorn, Clowns/Magicians, etc. are allowed to provide their services as long as they provide their Vendors Certificate of Insurance. All vendor insurances must have a minimum of \$1 Million in Liability and must list Royal Kunia Community Association as an additional insured. For current list of vendors, please call our office. **No water vendors and bouncers allowed.**

9. Does alcohol need to be covered?

Yes, alcohol and any other equipment you plan on bringing into the CRC must be covered by either your Homeowners Insurance (Liability must be set at a minimum of \$1 Million) or Special Event Insurance.

10. What if my Homeowners Insurance doesn't cover the \$1 Million liability?

There are two options if your Homeowners Insurance doesn't cover the required \$1 Million:

1. Ask your Homeowners Insurance Agent to see if you're able to purchase a Special Event Endorsement with a \$1 Million Liability Policy and list Royal Kunia Community Association and an additional Insurer.

2. Go to <http://www.theeventhelper.com> to purchase a Special Event Insurance with a \$1 Million Liability Policy and list Royal Kunia Community Association as an additional insured. Current cost to purchase a policy for 1-day (date of event only) is \$126.10 (Visa, MasterCard, Discover, and American Express card payment only).

11. What if I do not have an insurance to cover?

In order to have alcohol dispensed or brought into the facility, a Homeowners Insurance or Special Event Insurance is required.

Go to <http://www.theeventhelper.com> to purchase a Special Event Insurance with a \$1 Million Liability Policy and list Royal Kunia Community Association as an additional insured. Current cost to purchase for a policy for 1-day (date of event only) is \$126.10 (Visa, MasterCard, Discover, and American Express card payment only).

Please note that **ALL insurances must be submitted to our office *one month* before the party date.

12. How do I cancel my reservation?

Cancellations must be submitted in writing by Homeowner. Security Deposit refunds will be given according to the following guidelines:

CANCELLATION DATE	PERCENT OF SECURITY DEPOSIT
More than ninety (91) days prior to event	100% of Security Deposit
Sixty (60) to ninety (90) days prior to event	75% of Security Deposit
Thirty-one (31) to fifty-nine (59) days prior to event	50% of Security Deposit
Thirty (30) days prior to event	No Security Deposit Refund

13. What time can we come in to set up for our event?

Set-up activities must occur within the designated room rental time frame. For example, if Homeowner A reserved the hall for the 5:00pm – 11:00pm time frame, entry will be at 5:00pm to set-up and the hall will be cleaned up and be vacated by 11:00pm.

14. What if I need more time to set-up?

Request for One Hour Block is available for **evening parties only**. Cost is \$70/hour. The Homeowner must come in and fill out the Addendum Contract. Payment (Check, Cashier's Check, or Money Order) will be due upon approval of request. The one hour is added to the beginning of the party time for set-up purposes only. No guests will be allowed to come in during this time.

15. How many tables and chairs does the CRC have?

The CRC has 33 tables and 201 chairs for your use. Plastic (Timelife) tables are rectangular and measure at 6ft. x 2 $\frac{1}{2}$ ft. and must be covered.

16. When do we get our Security Deposit back?

Please allow up to four weeks before contacting us for status of Security Deposit. Check will be mailed to the person who sent payment for the Security Deposit or paid in full. Please ensure that the address on the check is current. A stop-payment fee will be charged for returned checks that need to be re-issued.

17. What dates are available?

Events/Parties at the CRC are available Friday (5:00pm – 11pm), Saturdays (9:00am – 3:00pm or 5:00pm – 11:00pm), and Sundays (9:00am – 3:00pm or 5:00pm – 9:00pm). Please contact our office for all date availability. The busiest months are May, June, July, and August, so please call 1 year in advance.

18. How do we set-up the room? Is there a template to follow?

Tables and chairs may be configured as desired. We do not have examples or templates.

19. Does the CRC have air conditioning?

Yes, we have recently installed AC in our Community Center. Please refer to Page 1 for pricing. AC Units will be turned on at start of event and will be turned off at the end of event by the Community Center Attendant. If our AC is out of service for any unforeseen reason(s), full refund of AC fee will be returned to Homeowner or Sponsor.

20. Can we put a tent outside?

As long as you arrange with our office that a tent will be brought in, please notify a month ahead of time. Tent(s) permitted on the concrete pad *only*. Weights are allowed to be used to hold down the tent. No tents, tables, or chairs allowed on grassy area.

21. Can we use the kitchen to cook our food?

No, the kitchen area may only be used for heating up and storage of cold foods and drinks. You may request to use our gas grill to be used on the patio outside (propane tank not included; must clean grill). No other types of cooking equipment on premises.

22. Can we come in to take a look at the facility?

Appointments can be made Monday through Friday from 7:30am – 12:00pm and 1:30pm – 4:00pm. Please call our office at 688-9000 to schedule an appointment. Should have any other questions, please e-mail admin@royalkuniacommunityassociation.org or review our CRC Policies and Procedures for more information.