

**Hawaii Big Game Fishing Club**  
**P.O. Box 3106, Kailua-Kona, Hawaii 96745**  
**(808) 345-6288                      www.hbgfc.org**

**CLUBHOUSE RENTAL APPLICATION**

Today's Date: \_\_\_\_\_ Function Date: \_\_\_\_\_ Type of Use: \_\_\_\_\_

Function Start Time: \_\_\_\_\_ End: \_\_\_\_\_ Open Clubhouse at \_\_\_\_\_ am / pm

Current Club Member sponsoring event: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsored User or Club Member Info:	User Fees:
Name: _____	\$ 75.00      Membership
Address: _____	\$ 450.00      Rental & Security
_____	\$ 200.00      Clean Up Deposit
Phone: _____	\$ _____      Total

**FEES AGREEMENT**

The total initial fee for a member renting the clubhouse for up to a 5 hour function for up to 200 guests is \$650. This amount covers the rental, security and the clean up deposit. Only current members of the HBGFC may rent or sponsor usage of the clubhouse. You may join or re-new your membership by including the \$75 adult membership fee with this application. One check with the total amount due should be made payable to HBGFC and mailed to the above address no less than 30 days prior to desired function date. Exceptions may be made at the discretion of the clubhouse function coordinator.

The State of Hawaii mandated security is to regulate the function, assist in the safety of our users and to protect the interests of our clubhouse. (Any function lasting more than 5 hours will incur an additional security charge of \$30 per hour.) If a pre-evaluation of a function indicates that it will be attended by more than 200 people, a third security person must be added at an additional charge to the user. Security has the right to regulate function clean up and will be the last to leave the premises after securing the building.

The \$200 clean up deposit, or a portion thereof, may be withheld accordingly if the clubhouse needs to be cleaned by an outside party due to your function. After the clubhouse and grounds have been inspected and the clean up deposit refund has been approved, a check issued by the HGBFC treasurer will be mailed to the Sponsored User or Club Member specified on this form no more than 30 days after the function date. Less than 72 hours cancellation notice of an event may result in a forfeited deposit.

## CONDITIONS OF USAGE

- User may request access to the clubhouse to set up at any time on function date permitting it does not interfere with another scheduled event.
- No parking is allowed inside of the chained area at any time. All no parking signs must be obeyed.
- Gate chain will remain locked at all times during functions. Chain may be lowered to allow for active loading and unloading only.
- No vehicle shall be parked in a way as to obstruct easy exit or access to the facility.
- User must furnish necessary supplies including trash bags and all paper products.
- All garbage cans must be emptied and all trash must be removed from the facility at the conclusion of each function. This also includes the parking area across the street from the clubhouse if function attendees occupied this area.
- Sweep and clean both inside and outside areas. Pick up any cigarette butts on the premises.
- All tables and chairs must be returned to the outside storage area, stacked neatly according to style and locked up.
- All users of the barbeque area must be sure that all adequate safety precautions are followed, that all coals and fires are completely extinguished upon leaving.
- The use of open flame and stove type equipment is strictly prohibited inside the clubhouse.
- All types of fireworks are strictly prohibited on clubhouse grounds.
- Clean restrooms, kitchen counters and sink area.
- Close and lock all doors and windows and turn off lights.
- All decorations must be removed properly including tape, pins, ties and staples.
- Excessive noise and disorderly conduct will not be permitted during any function. Security has the right to regulate the conduct of those present.
- All functions including clean up must conclude by midnight or your deposit will be forfeited.
- No open alcoholic beverages will be removed from the clubhouse grounds under any circumstances. Security has the right to regulate guest departures to enforce this rule.
- Intoxication is not tolerated at any time on clubhouse grounds.

## ACKNOWLEDGEMENT OF THE USER

Users/Sponsors are responsible for any and all damages to the facility and its contents occurring in conjunction with said function including amounts that may exceed the clean up deposit. The HBGFC is not responsible for any injury occurring in connection with such usage activity. Users/Sponsors must exercise diligence in seeing to it that activities are conducted in a safe and careful manner and assumes all responsibility for the safety of its guests. It is therefore suggested that the User/Sponsor obtain its own insurance policy to cover the function. By signing below, I do hereby agree to use or sponsor usage of the Hawaii Big Game Fishing Clubhouse Community Center, subject to the conditions specified on this form.

User/Sponsor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

HBGFC Authorized by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

