



1350 ALA MOANA

ROOM RESERVATION FORM

PARTY ROOM (\$100 Deposit)
CONFERENCE ROOM (\$50 Deposit)

DATE OF FUNCTION	
START TIME	
END TIME	
RESIDENT'S NAME	
UNIT #	
TYPE OF FUNCTION	
NUMBER OF GUESTS	

- ❖ The Party Room and Graham Conference Room may not be used for profit-making or commercial purposes.
- ❖ The swimming pool, recreation deck, and barbecue areas are made available on a first come, first served basis, as specified in the 1350 House Rules; they may not be reserved. Please remember that no more than four guests per unit are allowed in the gated pool area.

Rules for Party Room

Please do NOT:

1. Move the sofas or large sofa chairs. The metal chairs and tables may, however, be moved.
2. Jump on furniture or sit on furniture while wearing wet clothes.
3. Affix decorations to or hang decorations from the ceiling, walls, sliding doors, windows, or ceiling fans.
4. Allow anyone under the age of 21 to consume alcoholic beverages.

Please remember TO:

5. Clean the room and, if it was used, the adjacent lanai area.
6. Dispose of all garbage via the third-floor trash chute. Please do not leave garbage in the Party Room trash can.
7. Clean the stove and empty the refrigerator.
8. Keep noise to a reasonable level so as not to disturb other residents.

Rules for Graham Conference Room

Please remember TO:

1. Refrain from eating in the conference room.
2. Clean the room and dispose of all garbage in the second-floor trash room. Please do not leave garbage in the conference room trash can.
3. Return the chairs, telephone, and other items to their original positions.
4. Keep noise to a reasonable level so as not to disturb office staff.

A deposit is required when a reservation is made: Party Room \$100 / Conference Room \$50. Checks only, made payable to 1350 Ala Moana. The deposit will be fully refunded if the room is clean and undamaged. If you choose not to collect your deposit check after the function, it will be shredded.

The undersigned understands and agrees to abide by the 1350 Ala Moana rules and regulations concerning the use of the Party Room, the Graham Conference Room, the Garden Lanai area, and the pool.

Resident Signature _____ Date _____

Review & Approval by GM _____ Date _____

Party Room Inspection Checklist

PRIOR TO EVENT: O/A Inspector _____ Date: _____ Time: _____			
INSPECTION ITEM	YES	NO	COMMENTS
MAIN ROOM			
Clean Overall			
Floor Clean (Flagstones & Area Rug)			
Furniture Correctly Positioned			
Tables Clean			
Walls Clean & Free of Tape			
Sliding Doors Locked			
Blinds Raised			
KITCHEN AREA			
Clean Overall			
Floor Clean			
Cupboards & Countertops Clean			
Appliances Clean & Empty			
Walls Clean			
Trash Emptied			
AFTER EVENT: O/A Inspector _____ Date: _____ Time: _____			
MAIN ROOM			
Clean Overall			
Floor Clean (Flagstones & Area Rug)			
Furniture Correctly Positioned			
Tables Clean			
Walls Clean & Free of Tape			
Sliding Doors Locked			
Blinds Raised			
KITCHEN AREA			
Clean Overall			
Floor Clean			
Cupboards & Countertops Clean			
Appliances Clean & Empty			
Walls Clean			
Trash Emptied			
Other General Notes:			

O/A Taking Reservation:

Date:

Check #:

Date on Check:

Key Issued by:

Time Out:

Rules Understood:

Time In: