

**WAILUNA RECREATION ASSOCIATION
MEMORANDUM
(PLEASE KEEP THIS FOR CHECK-IN)**

HOST: _____ **KAAHUMANU ST.,**

FROM: ON-SITE MANAGER

SUBJECT: LODGE RESERVATION

Attached you will find the reservation form for the **LODGE** to reserve for _____, _____ 2020. Please fill out the form and put it back in the Mail Box at the front of the Lodge, (within 10 days of your reservation being confirmed), along with a deposit for \$100.00. Should you decide to use the gas BBQ grill, there is a \$10.00 fee and for the Fire place there is \$15.00 fee required. Please ensure checks are separate and made payable to the **WAILUNA RECREATION ASSOCIATION**. Please call Security at 282 7299 after 3.00 p.m. to have the Lodge opened and **PRESENT THIS MEMO AS YOUR FORM OF CONFIRMATION**. Once I receive your deposit and application, a permit will be posted on the Notice Board.

THERE IS A LIMIT OF NO MORE THAN 50 PEOPLE.

CHECK OFF LIST

	CHECK IN		CHECK OUT	
	RESIDENT	SECURITY	RESIDENT	SECURITY
ITEMS				
KITCHEN CLEAN				
FLOORS CLEAN				
BBQ CLEAN				
TRASH REMOVED				

N.B. WE DO NOT PROVIDE CLEANING MATERIALS. PLEASE BRING YOUR OWN.

Date: _____ **Check-in Time:** _____ **Check-out Time:** _____

SIGNATURE OF RESIDENT: _____
LIFEGUARD _____

COMMENTS: _____
