

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

TO: _____
_____ **KAAHUMANU St.,**

FROM: ON-SITE MANAGER

SUBJECT: TENNIS CLUB RESERVATION

Attached you will find the reservation form to reserve for _____ 2020, The EWA OR DIAMOND HEAD COURT. Please fill out the form and put it back in the Mail Box at the front OF THE LODGE, along with a deposit for \$100.00. Should you decide to use the gas BBQ grill, there is a \$10.00 fee required. Please ensure checks are separate and made payable to the WAILUNA RECREATION ASSOCIATION. Please call Security at 282 7299 to have the Kitchen 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/ Bulletin Board.

Advice guest at your party not to use the visitor parking, only the Tennis Club spots must be use or park on Kaahumanu St.

THERE IS A LIMIT OF NO MORE THAN 25 PEOPLE.

	CHECK IN		CHECK OUT	
	RESIDENT	SECURITY	RESIDENT	SECURITY
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: _____

Comments: _____