



Ocean Pointe Community Center Rental Frequently Asked Questions

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

- a. The cost to rent the OPCC depends on the number of guests you have. Parties with 1-42 guests are charged \$75.00 for the rental fee and \$75.00 for the cleaning fee. Parties with 43-100 guests are charged \$125.00 for the Rental Fee and \$75.00 for the Cleaning Fee. The Rental and Cleaning fees are non-refundable unless the event is canceled in writing no later than fourteen (14) days before the scheduled event.
- b. Hoakalei residents are charged a flat fee of \$275.00 for the rental fee and \$75.00 for the cleaning fee, regardless of the number of guests. The rental and cleaning fees are non-refundable unless the event is canceled in writing no later than seven (7) days before the scheduled event.
- c. All parties must also provide a \$250.00 security deposit. The deposit will be refunded the week after your event so long as there is no damage found and no complaints by security, police, or neighbors.

2. When are payments due?

- A. The rental fee and cleaning fee are due at the time you are reserving the Community Center, along with a completed rental application.
- B. The security deposit is due at the time of the walk-thru. Walk-thru will be scheduled on the Friday of your event between 8 am and 12 pm.

3. What type of payments do you accept?

- A. For rental and cleaning fees, we accept only checks
- B. For security deposits, we accept only cashier's check
- C. Checks must be made out to "Ocean Pointe"

4. Who can rent out the OPCC for an event?

- A. Homeowners of Ocean Pointe Residential Community Association who are in good standing are welcome to reserve a date for the rental of OPCC.
- B. Tenants living in Ocean Pointe may only host provided they obtain the Transfer of Privileges from the Homeowner on Title/Landlord/Property Management Company.
- C. Homeowners may choose to sponsor individuals who do not own in Ocean Pointe to use OPCC. Homeowners who choose to sponsor MUST be present throughout the entire event (from start of set-up to completion of break-down).
- D. Homeowners of Hoakalei Residential Community Association who are in good standing are welcome to reserve a date for rental of OPCC.

5. How far in advance can I rent OPCC?

- A. Ocean Pointe Homeowners/Residents - Reservations must be made at least thirty (30) days in advance and can be made up to one (1) year in advance
- B. Reservations made less than thirty (30) days in advance may be taken on a case-by-case basis
- C. Hoakalei Homeowners - Reservations can only be made thirty (30) days in advance



6. Are inflatables allowed on the OPCC lawn?

- a. Yes, a single 15'x15' inflatable is allowed in a restricted area on OPCC grounds.

7. What kinds of vendors are allowed?

- A. Vendors are defined as a person or company providing a service-- whether it is paid for or free
- B. OPCC prohibits the use of mobile DJs, live bands, and water vendors (i.e. water slides, dunk booths, etc.)
- C. Inflatables, balloon making, face painting, shave ice/popcorn, clowns and magicians etc. are allowed provided that they provide a copy of their valid Vendors Certificate of Insurance.
- D. All vendor insurances must have a minimum of \$1 million in liability insurance coverage and must list the Ocean Pointe Residential Community Association and/or the Ocean Pointe Community Center as additionally insured.

8. Is alcohol allowed at OPCC?

- A. No, OPCC does not allow the consumption of alcoholic beverages in the building or on the grounds.
- B. The grounds include the facility, lawn, and parking lot

9. Is smoking allowed at OPCC?

- A. No, OPCC does not allow smoking or vaping of any kind in the building or on the grounds
- B. The grounds include the facility, lawn, and parking lots.

10. How do I cancel my reservation?

- A. Ocean Pointe Homeowners/Residents - Cancellations must be made in writing to our office. For a full refund, the cancellation must be made at least fourteen (14) days before the scheduled event.
- B. Hoakalei Homeowners/Residents - Cancellations must be made in writing to our office. For a full refund, the cancellation must be made at least seven (7) days in advance.

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

- A. Set-up may begin up to one (1) hour before your reservation. Morning reservations are allowed to be set up beginning at 9 am, evening reservations are allowed to be set up beginning at 4 pm

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

- A. The plastic tables and chairs are for use within the room or on the lanai area only.
- B. Tables and chairs can be configured in the room or on the lanai as desired. We do not have a template for you to follow.

13. How many tables and chairs are available?

- A. OPCC has 15 tables and 60 chairs for your use.
- B. The tables are rectangular and measure 6' x 2'. They must be covered when being used.
- C. All chairs and tables used must be wiped down after use.
- D. All chairs must be placed properly on the rack provided.



14. Does OPCC have air conditioning?

- A. Yes, the community center does have air conditioning. However, this is not a guaranteed feature.
- B. If the sliding doors are kept open, the air conditioning will automatically shut off.
- C. Host/Sponsors cannot control the temperature of the air conditioning.
- D. The AC may automatically turn the temperature up if there are more than 42 people in the room.

15. What dates are available?

- A. Events can be held any Saturday or Sunday during one of two time slots; either 10 am to 2 pm or 5 pm to 9 pm.
- B. Our events calendar is the most up-to-date, so you can find if your selected date is available directly on our website.
- C. Your date will be reserved upon receipt of your application and payment.

16. Can we put a tent outside?

- A. Yes, you must notify our office that a tent will be brought in (outside on the lawn only).
- B. Tents cannot be pegged to the ground; weights must be used to hold down the tent.
- C. No Lifetime plastic chairs or tables are allowed in the grassy area.

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

- A. No, the kitchen area is not equipped to cook food. It can be used to store food items and drinks.
- B. Our kitchen is equipped with a sink, full-size refrigerator, and microwave.

18. Can we come in to look at the facility?

- A. Yes, the community center hours are Monday through Friday 8:00 am to 4:00 pm.
- B. We will schedule a walk-thru with you (the host/sponsor) on the Friday before your event to go through the facility, go over the rules, and trade the \$250 security. *Access will be granted without keys, and you are requested to contact the on-duty Security for entry. Please refer to the bulletin for the on-duty Security phone number.*