

**Event Information**

**Event Dates:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**Event Times:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Anticipated Guests:** \_\_\_\_\_

**Client Information**

**Name of Financially Responsible Individual (Client):** \_\_\_\_\_

**Name of Group** (if applicable): \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Event Coordinator:**

**Name of Coordinator:** \_\_\_\_\_

**Name of Company** (if applicable): \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Alcohol:** Is alcohol (beer/wine only) being served at this event? \_\_\_\_\_

**How did you hear about us?** *Check all that apply.*

- Daughters Website
- Advertising
- Other: \_\_\_\_\_
- Family/Friends
- Wedding/Bridal Expo

**Capacity Limitations: Total number of participants (guests and event staff) must not exceed the contract limit. Maximum venue capacity is 350 people.**

**Smoking:** Effective July 1, 2015, "Smoking, Use of Electronic Smoking Devices, or use of Tobacco or Betel Nut Products (is) Prohibited by Law" in all State parks including Hulihe'e Palace. **Smoking will not be permitted anywhere on the Palace grounds.** This is strictly enforced. Failure to comply will result in a financial penalty, and may include immediate conclusion of the event by an authorized Daughters of Hawai'i (Daughters) representative.

**Hours:** Rentals are scheduled for a **nine (9) hour use from 1pm-10pm.** Clients, guests, caterers, entertainers, and clean-up crews must leave the premises no later than **10:00 pm.** The closing time will be strictly enforced, resulting in a financial penalty if warranted.

**Security Deposit:** A security deposit must be paid to reserve the facilities along with 50% of the rental fee. If the event is cancelled within 60 days of the event, the security deposit is non-refundable. Following the event, Palace staff will conduct an inspection of the grounds. The security deposit, less any assessed fees for damage and/or insurance premiums will be returned within 30 days following the event. Failure to comply with this agreement may result in the forfeiture of the security deposit.

**Event Set-up and Breakdown:**

- Set-up and breakdown is the responsibility of the Client.
- Set-up will start no earlier than 9:00 AM.
- All areas must be left in the orderly manner in which it was received upon arrival.
- Client is responsible for removing **ALL** trash from the property at the end of the event.
- All trash, equipment, table, chairs and tents must be removed from property by 10:00 PM, failure to do so may result in a financial penalty. Any items left on property overnight must have prior approval from an authorized Daughters representative and will be left at the Client's risk. The Daughters is not responsible for any items left on property.

**Required Certificate of Insurance and Permits:**

- Client must provide a certificate of liability insurance for a minimum of \$1,000,000.00 per each occurrence.
- The certificate should name the following as "Additional Insured":
  - Daughters of Hawai'i – Hulihe'e Palace at 75-5718 Ali'i Drive, Kailua-Kona HI 96740
- If alcohol (beer and/or wine) is served at the event, "Host Liquor" insurance must be obtained with a minimum of \$1,000,000.00 with Daughters of Hawai'i named as "Additional Insured".
- Hard or emailed copies must be submitted to the Daughters 2 weeks prior to event

**Parking:**

- Parking is not available on the grounds.
- Vendors may drive vehicles onto the grounds for loading and unloading, and must park vehicle(s) off property once complete.
- Handicap parking is made available upon request; parking is limited to 2 vehicles with valid ADA permits.

**Security Guard Required:**

- Two security guards are required for all events.
- An additional guard is required for parties exceeding 200 guests.
- Security guards must be on-site prior to guest arrival and must stay on-duty until the last guest leaves.
- Security guards must be contracted through a licensed security company, or special duty law enforcement.

**Food & Beverages:**

- Hulihe'e Palace does not provide food and beverage service.
- All food and beverage services must be provided by the Client or a professional catering service.

**Alcohol:**

- **Only beer and wine are permitted.** All other alcohol, spirits and liquors are prohibited.
- Please see “**Required Certificate of Insurance and Permits**” for insurance information.
- **No personal coolers permitted on the grounds.**
- **No alcohol may be served to/by or consumed by minors** (individuals under 21 years of age), in accordance with Hawai'i Liquor Laws.
- **No alcohol may be sold in conjunction with the event.**
- **Alcohol shall not be consumed by dispenser/bartender.**
- Dispensing of all alcohol must cease 30 minutes prior to the end of event.

\*\*If not using a licensed caterer to dispense beer and wine, only persons holding a liquor commission card or one-day special liquor license may dispense beer and wine (copy of license must be submitted). **Bartender(s) may not be a guest at the event and must be 21 years of age or older.**

**Vendors:**

- Vendor list must be submitted no later than 2 weeks prior to event for approval.
- Any changes made to the vendor list must be reported to the Daughters' Events Coordinator.
- Only vendors on the approved Vendor List will be permitted on property.

**Tents & Equipment:**

- Client may rent tents for an event. Use and placement of tents must receive approval of the Daughters' Events Coordinator.
- A permit from the Hawai'i Fire Department is required if you are using an enclosed tent or canopy.
- Tents and equipment must be removed on the night of the event. Tents and equipment may be left overnight, at the risk of the Client, and picked up the following day with prior approval by the Daughters' Events Coordinator. The Daughters is not responsible for any equipment and tents left overnight.

**Decorating:**

- The use of nails, pins, staples, or any form of sticky tape is not permitted when decorating or using the facilities.
- All decorations must be removed at the end of the event. **No decorations may be placed on the Palace, Kuakini Building, trees, walls and/or railings.**

**Restrooms:**

- Two restrooms are available to accommodate events with less than 150 guests.
- Events of **150 guests or more must provide a portable restroom.**
- Placement of the portable restroom shall be on the concrete slab between the Kuakini Building and the Palace.
- Portable restrooms may be dropped off one day prior to the event and must be picked up no later than one day following the event.

**Kitchen:**

- **No cooking of food in the kitchen.** The kitchen may be used for warming and plating only.
- Strainers in sink must be used at all times.
- Do not pour any type of grease or oil down the sink drains.
- Any utensils, towels, or other supplies including food items, are the property of the Daughters and are not for use.

**Fire/Open Flame:** No fires or open flames are permitted on Palace grounds (ex: torches, grills, hibachis, candles, etc.).

**Electrical Outlets:**

- Use of electrical outlets is restricted to lighting and sound for events, at designated outlets.
- No electrical outlets on the Palace may be used during the event.
- Additional electric needs will be at the expense of the Client through an outside vendor.

**Photography & Videography:**

- Taking of personal and professional photos or videos of the event and guests for personal use is acceptable.
- Commercial use of photographs and videos is strictly prohibited.
- No photography or videography are allowed inside the Palace Museum.
- The **use of drones on property is prohibited**, in accordance with Hawai'i State Park Rules.

**Media Release:** This agreement permits the Daughters of Hawai'i and its employees the permission to photograph an event and use the photographs for advertising and marketing of the Palace.

**Music & Entertainment:**

- Excessively loud music is unacceptable.
- Music must be appropriate for all ages, in good taste, and reflect positively on the Palace.
- The noise level must be in compliance with the neighborhood code.
- Client must provide their own audio system. The Palace does not have a system available.
- Use of the lower-oceanfront lānai for entertainers is limited to three individuals at a time.
- Lauhala matting or carpet must be used to protect the lānai floor at all times.
- No speakers may be placed on lānai.
- All musicians and entertainment must be approved by the Daughters' Events Coordinator.

**Wedding Ceremonies & Receptions:** Rice and birdseed are **NOT** permissible to be thrown or scattered on Palace grounds at any time. Flower petals may only be used during the ceremony and must be cleaned up immediately following the ceremony.

**Palace:**

- No food, drinks, shoes, photography or videography permitted in the Palace Museum.
- The Palace Museum will be open for one hour, after normal business hours, for guests to tour.
- All tours will be self-guided, unless pre-arranged with the Daughters' Events Coordinator.
- Additional time for guests to tour may be requested for a fee.

**Damage/Losses:** The Signor of this Facility Rental Agreement will be responsible for any damages incurred during the event beyond reasonable "wear and tear".

**Children:** All children under 15 years of age must have adult supervision at all times. No running, ball playing, horse playing or climbing of the trees and walls.

**Dressing Rooms:** There are no private dressing rooms available.

**Dress Code:** With courtesy and respect to honor the significance of the historic site, all guests must be appropriately dressed. Torsos must be covered and footwear is required. No tank tops, shorts, swimsuits or beach attire allowed.

**Appearance:** With courtesy and respect to honor the significance of the historic site, all equipment used must be in good working condition and be suitable in appearance. All electrical wires and cords must be covered and all tables must be dressed with fabric tablecloths. Cleanliness of the grounds must be kept throughout the event, with waste bins monitored at all times.

**Event Coordinator:** Though not required the Daughters highly recommend Clients secure an event coordinator. This will ensure all guidelines and restrictions are adhered to, while also serving as the main point of contact on the grounds before, during and after the event.

**Conduct:** As a reminder, Hulihe'e Palace is a historic site and must be treated with the upmost respect.

- No climbing on the buildings, furnishings, walls, structures, and trees, and no dragging of furniture or equipment on the grass and sidewalks.
- Client is responsible for informing and ensuring all vendors, guests, musicians, event staff, and all others comply with the facility rules.
- Daughters of Hawai'i will not be responsible for any items left overnight.
- Client may not conduct fundraising activities for any cause, nor act as concessionaires, nor sell goods for their own economic purposes when using the facilities and grounds at Hulihe'e Palace as is dictated by the State of Hawai'i in its lease agreement with the Daughters of Hawai'i. No alcohol may be sold on premises.
- Daughters of Hawai'i reserve the right to deny services to any individual, agent, organization and/or business request for functions that pertain to fundraisers and functions for the exclusive benefit of other organizations and/or businesses.
- Illegal activities are prohibited (e.g.: gambling, sale/use of illegal substances, underage drinking, etc.).
- Authorized Daughters of Hawai'i personnel have the right to terminate or cease the event and/or service and consumption of alcohol on premises at any time.

**Fees:**

- Prices are subject to change.
- **Security deposit is non-refundable if event is cancelled.**
- **Rental fee is non-refundable if cancelled within 60 days or less of the event.**
- If event date is **more than 30 days from the signing of this agreement, the security deposit and 50% of the rental fee** must be paid in order to reserve the facility. The remaining rental fee balance is due 30 days prior to event date.
- If event date is **less than 30 days from the signing of this agreement, the security deposit and 100% of the rental fee** must be paid in order to reserve the facility.
- The security deposit will be refunded to the Client after the event once the "Facilities Assessment Report" has been completed and all conditions of the agreement have been met.

**Payment:** Payment may be made by check, credit card, or cash. Checks should be made payable to Daughters of Hawai'i. The Daughters of Hawai'i reserves the right to amend pricing and policies as deemed necessary.

**Fee Summary:**

Security Deposit:	\$ _____	
Rental Fee:	\$ _____	
Security Guard Fee:	\$ _____	
Additional Fees:	\$ _____	
Subtotal:	\$ _____	
Tax (4.43%):	\$ _____	
Total:	\$ _____	
Discount:	\$ _____	Discount Type: _____
<b>TOTAL DUE:</b>	<b>\$ _____</b>	

**Notes or Special Requests:** \_\_\_\_\_

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**Release from Liability:**

The organization(s) or individual(s) making this request is granted only on the condition that the Daughters of Hawai'i shall not be liable to any person(s) for any damage to person or property, which may occur during or as a result of the function, which is the subject of this contract. Accordingly, in consideration for granting this request, such as organization(s) or individuals(s) agrees to indemnify the Daughters of Hawai'i from and against any and all claims, demands, causes of actions, suits or judgements (including cost and expenses incurred in connection therewith) for death and/or injuries to person(s), acts of God, loss or damage to property arising out, or in connection with, the use of facilities of the Daughters of Hawai'i, requested herein, by the agents, servant, employees, or invitees of the organization(s) or individual(s) making this request.

Through continual restoration work, the Daughters may cancel any event that happens to coincide with a restoration project. The Daughters will take every effort to make reasonable accommodations to postpone, move, or reschedule any event that happens to coincide with a restoration project. If an event is cancelled by the Daughters due to restoration work, a full refund of fees collected will be refunded. The Daughters will make every effort to notify the client 60 days in advance; however, there may be instances when the Daughters receives notification of restoration work to begin in less than 60 days. In these cases, the Daughters will make every effort to notify the Client as soon as possible to allow ample time for alternative arrangements and accommodations. In the event the Client chooses to cancel the event due to accommodations for restoration work, the security deposit and rental fees will remain non-refundable.

I have read and understand the Daughters of Hawai'i Facility Rental Agreement, and Release Liability section above and am aware that it is my responsibility as the authorized signatory to adhere to the rules set forth by the Daughters of Hawai'i.

Authorized Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization/Business/Individual: \_\_\_\_\_

Authorized Daughters Representative: \_\_\_\_\_ Date: \_\_\_\_\_

