

Event Information

Event Date: _____ Start Time: _____

Event Time: _____

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 agreement limit.
- Seated Reception:
 - Emmalani Hale 100 max
 - Prince Albert Terrace 50 max
- Standing Reception/Ceremony:
 - Emmalani Hale 140 max
 - Prince Albert Terrace 80 max

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 Queen Emma Summer 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-hour**. Clients, guests, caterers, entertainers, and clean-up crews must leave the premises no later than **10 PM**. The closing time will be strictly enforced, resulting in a financial penalty if warranted.

Security Deposit: A non-refundable security deposit must be paid to reserve the facilities for a specific date. Upon completion of the event, the rental coordinator will conduct an inspection of the facilities and grounds using the "Facilities Assessment Report". The security deposit will be returned less any assessed fees for damage, failure to comply with all conditions of this agreement, and/or any insurance premiums resulting from an insurance claim, 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 the rental start time.
- 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 at 2913 Pali Hwy., Honolulu, HI 96817
- 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 two weeks prior to event

Parking:

- Limited parking is available for events at the Queen Emma Summer Palace.
- Valet service is required for events that have more than 50 participants at the Palace, this includes guests and vendors.
- Event parking is NOT permitted at Nu'uuanu Valley Park.

Security:

- A professional security guard is required for all events serving beer and/or wine.
- 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:

- The Daughters 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 at the Palace.**
- **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.
- No stakes may be used to secure tents, only barrels and other weighted items may be used.
- Tents and equipment must be removed on the night of the event.

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, Emmalani Hale, trees, walls and/or railings.**

Restrooms:

- Three restrooms are available to accommodate events with less than 140 guests.
- Events of **140 guests or more must provide a portable restroom.**
- Placement of the portable restroom shall be near the hau tree between the Men's and ADA restrooms.
- 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 the sinks 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 professional 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.
- No speakers may be placed on the lānai of the Palace.
- All musicians and entertainment must be approved by the Daughters' Events Coordinator.

Wedding Ceremonies & Receptions: Rice and birdseed are **NOT** permissible to be tossed 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.
- No food or drinks permitted on the Palace lānai.
- The Palace Museum will be open for 30-minutes, 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 authorized signatory 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 at the Palace before, during and after the event.

Conduct: As a reminder, the Queen Emma Summer Palace is a historic site and must be treated with the utmost 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 the Queen Emma Summer 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 at the Palace at any time.

Fees:

- Rental fees are subject to change.
- **Security deposit is required to reserve the facilities and lock the rental fees.** Upon completion of the event and the "Facilities Assessment Report", the security deposit will be returned less any assessed fees for damage, failure to comply with all conditions of this agreement, and/or any insurance premiums resulting from an insurance claim, within 30 days following the event.
- **50% of the rental fees must be paid at least 90 days prior to the date of the event.**
- **100% of the rental fees must be paid between 30 to 60 days, prior to the date of the event.**
- **100% of the rental fees must be paid if the event date is less than 30 days from the signing of this agreement.**
- If the event is cancelled more than 60 days prior to the date of the event, 100% of the rental fees are refundable.
- If the event is cancelled between 60 to 30 days prior to the date of the event, 75% of the rental fees are refundable.
- If the event is cancelled less than 30 days prior to the date of the even, 50% of the rental fees are refundable, or the Client may retain 100% of the rental fees as a credit towards a future event. A new security deposit will be required to secure a new event date.

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:	\$ _____	
Wedding Coordinator Fee:	\$ _____	
Additional Fees:	\$ _____	
Subtotal:	\$ _____	
Tax (4.712%):	\$ _____	
Discount:	\$ _____	Discount Type: _____
TOTAL DUE:	\$ _____	

Payment Breakdown:

Security Deposit:	\$ _____	Payment Date: _____
First Payment: up to 50%:	\$ _____	Payment Date: _____
Final Payment:	\$ _____	Payment Due: _____

Notes or Special Requests: _____

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: _____

