



THE FRIENDS OF 'IOLANI PALACE

Post Office Box 2259 Honolulu, Hawai'i 96804 Tel: 808-522-0822 Fax: 808-532-1051

CORPORATE AND PUBLIC SPECIAL EVENTS INFORMATION SHEET

'Iolani Palace is one of Hawai'i's greatest cultural treasures and a vibrant symbol of the rich history and heritage of the Hawaiian people. It is considered an honor and a privilege to hold one's celebration on the grounds of the only official residence of royalty in the United States.

All questions about events at the Palace must be directed through your Event Professional to Philip Richardson, 'Iolani Palace Special Event Coordinator, at events@iolanipalace.org. Any individual may contact 'Iolani Palace at **(808) 522-0831** or ea@iolanipalace.org simply to "pencil in" their preferred date on the Palace calendar until the date is challenged by another inquiry that is ready to submit the \$1000 non-refundable deposit, at which time your event professional needs to contact us and begin the application process. Your event is not officially confirmed until an application has been approved by the Executive Director. Please do not print programs or invitations until approval has been granted.

In order to secure a date, the applicant must submit [a completed application form](#) along with a \$1,000 non-refundable deposit. Once approved, the date will be held until 30 days prior to the event, at which time full payment and fulfillment of the application requirements is due. If for any reason an application is denied, the initial \$1,000 check will be returned to the applicant.

Out of respect for this history, The Friends of 'Iolani Palace require that all event inquiries be channeled through a professional Event Planner, a DMC (Destination Management Company) or a professional, full service food & beverage company.

No specific company has exclusivity to provide their services on these grounds; however, the following are held in high regard for their level of professionalism and are recommended if you have not yet considered any of them:

Professional Event Planners or DMC

- Current Affairs
- MC&A
- Panache Destination Services
- Weil & Associates

Professional, full service food & beverage companies

- Creations in Catering
- Current Affairs
- Elite Catering
- Hilton Hawaiian Village Resort & Spa
- Indigo Restaurant
- Kahala Caterers
- Sheraton Hotel

In anticipation of your continued interest to hold your event at the Palace and to have your funds support the ongoing endeavors of The Friends of 'Iolani Palace, we remain truly yours,

Mahalo nui loa, The Friends of 'Iolani Palace