



IOLANI PALACE

Post Office Box 2259 Honolulu, HI 96804-2259 Telephone (808) 522-0822 FAX (808) 532-1051

Event Purveyor Agreement

To be signed and dated on the last page by Event Purveyor and then returned to Client for submittal with their required Event paperwork

Event Purveyor: _____

Preamble

The grounds of Iolani Palace are a wahi pana (sacred place) for the Hawaiian people. The historic site was home of the Moi (the royal Hawaiian sovereign) from 1845 to 1893. It contains an important burial ground, an architectural treasure, and a repository of priceless cultural artifacts.

The State of Hawaii holds the grounds in trust as part of the ceded land inventory. Through a lease agreement with the State, the kuleana (responsibility) for the site and its structures is assigned to the Friends of Iolani Palace (“The Friends”). The Friends is a private, non-profit, native Hawaiian organization established in 1966 for the sole purpose of perpetuating the legacy of Iolani Palace. The buildings leased to The Friends by the State of Hawaii are available for public use, provided that Event fees are directed towards Palace operations. The surrounding grounds are managed by State Parks, a division of the Department of Land and Natural Resources (DLNR).

The Friends recognizes the challenge inherent in balancing its commitment to protect and preserve Iolani Palace with the legitimate need to facilitate access for the public. It is the intent of the rental policies set forth by The Friends to hold to the highest standards of preserving the site’s cultural importance and distinctive sense of place by screening all requests to ensure appropriate use of Iolani Palace and its grounds. The Friends reserves the right to deny requests for functions that are not in keeping with its purpose.



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We ask each Event Purveyor working on the Palace grounds to be respectful of this special place and to abide by the simple rules laid out in our Rental Agreement, as follows:

Appearance and Conduct

- Any actors representing Hawaii history are not to portray persons of royalty, past or present.
- Excessively loud music is unacceptable. For example, hard rock music and similar aggressive bands are not permitted. The noise level must be in compliance with the neighborhood code.
- Events should promote the historical and cultural influences of Hawaii.
- Events must be of a tasteful, well-orchestrated nature.
- All equipment used to stage the Event is to be of good quality and suitable appearance (for example, Guest tables are to be appropriately dressed with fabric and not paper).
- All staff on the Palace grounds must be dressed appropriately. No tank tops, slippers, or bare backs allowed. One hour prior to Event, all staff is to be in the assigned uniform.
- Sales of any kind, including concession stands, are not permitted on Palace grounds.
- Food Purveyors are to be in possession of a current health permit.
- All Event Purveyors are to carry a valid liability insurance policy.
- Set up and breakdown is to be conducted in a quiet, professional, and considerate manner.
- Vehicles cannot drive on the lawns used as Event spaces. If heavy machinery must go on the lawn, a 3/4" thick plywood highway must be used to get the equipment into position and staged.
- Water barrels are to be used to avoid tent spikes damaging underground piping. Although any damaged pipes are the responsibility of the renter, no staking is to be carried out without a Palace representative on hand.
- "Back of the house" equipment, such as coolers and trashcans, are to be kept out of sight of the Guests.
- Event set up is to be completed one hour prior to the Guests' arrival.
- Breakdown and clean up should commence immediately following the conclusion of the Event.
- All equipment and loose trash should be removed from the grounds by the end of the Event day. Items such as tenting, staging, dumpster and large equipment must be removed as soon as possible the following day.



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SPECIAL NOTES:

The Palace and Barracks are State treasures; misconduct or disrespect by any Event Purveyor, their staff, or Guest, is grounds for immediate removal from the property as decided by the Special Events Coordinator, Executive Director, and/or Facilities Manager.

- The Client is responsible for, and required to pay, a damage security deposit. These are the funds that will be charged against for any damage repairs.
- **Tent Staking:** There are certain tents that can only be staked. The Client will be required to pay an additional damage security deposit in these instances. To reduce the chance of these monies being forfeit, the tent Purveyor must completely fill each stake hole with sand.
- **Photography of the Palace:** Photography of the Palace, for commercial purposes, is strictly prohibited without the prior written permission of the Hawaii State Film Office.

This means that Event Purveyors who work Events on the Palace grounds may not feature any photographs of the Palace or face fines of violation from the Hawaii State Film Office.

- Any Event Purveyor who willfully and blatantly disregards these rules will be blacklisted. This means that if the Palace is asked for Event Purveyor recommendations, any company on this list will not be recommended. Black-listed does not mean the Event Purveyor cannot perform their services on the grounds; however, they will be required to pay a refundable \$1,000 deposit (payable to the Friends of Iolani Palace) no less than 30 days prior to the Event they have been contracted to service. If the Event Purveyor elects to further disregard the above rules, their deposit for that Event is forfeit without further notice. The deposit will be returned if there is no incident. We will remove a company from this 'black-list' after said Event Purveyor has performed three additional Events on the Palace grounds, without incident, from the date of the last infraction.

This Event Purveyor agreement is acknowledged and understood as of _____ (date)

POINT OF CONTACT (Please print): _____

SIGNATURE: _____

Phone #: _____ Mobile #: _____