



IOLANI PALACE

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Kanaina Conference Room Rental Agreement

Preamble

The grounds of Iolani Palace are a *wahi pana* (a 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

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 to Palace operations. The surrounding grounds are managed by State Parks, a division of the Department of Land and Natural Resources (DLNR).

The Friends of Iolani Palace 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.

Event Date & Hours: _____ Number of Guests: _____

Organization: _____

Address: _____

Phone Number: _____ Email: _____

Applications will be considered confirmed upon receipt of fee and the Executive Director has signed the application for use.

All fees (made by check, credit card, or cash) are payable to The Friends of Iolani Palace.

Capacity: The conference room seats 35 people comfortably.

Hours: 8:00 am to 4:30 pm; Monday through Friday. After business hours by special arrangement only.

Typically, events in the conference room have been community meetings, lectures, presentations, and classes with an educational, cultural, and historical focus.

Groups that are planning multiple similar events through the year may complete one form, listing all dates for approval and scheduling.

The Friends of Iolani Palace charges a fee for the use of the Kanaina Conference Room and amenities. The revenue generated is used to fund public programs and the restoration of the historic structures on the grounds.

Fee Schedule (please place a check mark next to your selection[s]):

- Kanaina Conference Room: Four hours, \$150. 00; \$25.00 per additional hour.
- Up to 35 chairs / 5 tables: No charge; Does not include set up

Describe purpose of event: _____

Special Restrictions:

- Evening events in the Kanaina Conference Room must conclude by 10:00 pm
- Events in support of candidates for elected office are not permitted.
- The Client or Representing Supervisor must be on site at all times during the event.
- 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.
- Iolani Palace and Kanaina Building are State treasures; building interiors, exteriors, and the grounds may not be altered in any way. The entire Palace complex should be treated with care and respect. The attending staff will have the authority to cancel an event, or determine other actions in an emergency, if conduct by the applicant deemed inappropriate, dangerous, or not in keeping with The Friends' educational purpose.
- Reservations preference will be given to members of The Friends of Iolani Palace if more than one application has applied for a given date. For information about membership, call (808) 522-0827.

Parking and Security:

- During business hours, parking is limited to available metered stalls on the Palace grounds.
- Please be aware of posted signs and regulations. Cars may be ticketed and towed if illegally parked.
- If the event occurs after normal business hours, Palace security must be notified both before and after event. Palace security can be reached at (808) 522-0839.
- **All gates on Palace grounds close at 6:00 p.m. daily.**

Set up and Clean up:

- **Set up and clean up are to take place within the event hours requested in the rental agreement.**
- The individual or organization in whose name the application is made is responsible for all set up, clean up, and trash removal. The facilities must be left in a clean and orderly condition with lights and electrical appliances turned off, all furnishings returned to their original locations, and all doors locked and secured.
- All items brought for the event must be removed, e.g.: food, beverages, utensils, etc.
- Palace staff will be available to open and close the building, assist in an emergency, answer questions, and inspect the site after the event. Palace staff is not provided for set up or clean up.

Decorating:

- Nails, tacks, or other sharp objects may not be used anywhere in or on the buildings, furnishings or trees. Signs, banners, and other informational and decorative elements are not allowed on the historic structures or the perimeter fence of the Palace gates.

Storage:

- Personal property cannot be stored in Kanaina Building or elsewhere on the grounds for future use.
- Iolani Palace cannot guarantee the safety of items left behind after an event. Iolani Palace will dispose of items if the owner does not claim them within 24 hours following the event.

Alcoholic Beverages:

- Liquor is not normally permitted on the premises of the Palace or on the grounds, which is maintained by the State Parks Division of the Department of Land and Natural Resources (DLNR). A written request to serve alcohol at special functions must be submitted to Iolani Palace administration for approval.

Advertising & Sales:

- All promotion of special events held on the grounds must be in the name of the sponsoring organization, with no implication that The Friends of Iolani Palace is a co-sponsor unless otherwise agreed upon.
- Sales of any kind (including concessions) are not permitted on the Palace grounds.

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 Iolani Palace grounds.

Pets:

- No animals, with the exception of guide dogs or other service animals, are allowed in the building.

Release from Liability:

- The Kanaina Building Rental Agreement will be approved on the condition that The Friends of Iolani Palace and the State of Hawaii shall not be liable to any person for any damage to person or property that may occur during or as a result of any function that is the subject of the application. Accordingly, in consideration for the granting of an application, such organization(s) or individual(s) agrees to indemnify The Friends of Iolani Palace, its staff, and volunteers, from and against any and all claims, demands, causes of action, suits or judgments (including costs and expenses incurred in connection therewith) for death and injuries to persons or for loss or damage to property arising out of or in connection with the use of the facilities.

I have read the Conditions of the Kanaina Building Rental Agreement and agree to them.

Note: No application will be considered confirmed until the Executive Director has signed the application for use and the application fee has been received. Please include the required fee with this application.

The total rental fee for this event is: \$ _____

Submitted by:

I understand and agree to the terms of the contract above.

Client Signature: _____

Client Name: _____

Please print clearly

Title: _____

Date: _____

Approved by:

Iolani Palace Representative: _____

Executive Director

Date: _____