



# IOLANI PALACE

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

## Rental Agreement 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. The grounds are home to 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 private non-profit organization established in 1966 for the sole purpose of perpetuating the legacy of Iolani Palace. The buildings that are 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.

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Event times: \_\_\_\_\_ Will Alcohol be served?: \_\_\_\_\_

Client: \_\_\_\_\_

Client Address: \_\_\_\_\_

Client Phone: \_\_\_\_\_ Client Email: \_\_\_\_\_

Professional Planner/Coordinator: \_\_\_\_\_

Professional Planner/Coordinator Phone: \_\_\_\_\_

Professional Planner/Coordinator Email: \_\_\_\_\_



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Facilities Available (please place a check mark next to your selection[s])

- Halekoa (*Iolani Barracks*)
  - Barracks Lawn (*must be rented with Halekoa*)
- Coronation Lawn
- Banyan Terrace

- Iolani Palace First Floor, including the Throne Room and State Dining Room
- Iolani Palace Basement Galleries may be open for guests to visit at no cost during the Event

**Note: Hawaii State tax (4.712%) is assessed if the Palace is not included in your Event**

### FEES

- Fees are posted on our website ([www.iolanipalace.org](http://www.iolanipalace.org)) for each of the above facilities, except for the Coronation Lawn. Coronation Lawn fees are based on the Event type, size, and selected facilities. Please inquire for pricing.
- **To secure a date, a completed application and an initial non-refundable deposit of \$1,000 must be submitted.** If for any reason an application is denied, the deposit will be returned to the applicant in full. The Friends reserves the right to deny any rental request for any reason.
- **Once the application is approved, the full remaining balance of the Event rental AND a refundable security deposit of \$1,000 must be submitted 45 DAYS PRIOR to the Event.**
- **All fees should be made payable to Friends of Iolani Palace.**

*Please note: No application will be considered confirmed until the initial deposit has been received and the Executive Director has signed the application. Please include the required fee with this application.*

TOTAL RENTAL FEE FOR EVENT: \$ \_\_\_\_\_

*I understand and agree to the terms of the contract above and Addendum A and B of this Rental Agreement.*

Client Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

FOIP SEC Initials: \_\_\_\_\_ Date: \_\_\_\_\_



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## RENTAL AGREEMENT Addendum A

### **EVENT SECURITY & DAMAGE FEE**

- The Signor of this Special Events Rental Agreement will be responsible for any damages incurred during the Event beyond reasonable “wear and tear,” including damage to underground piping.
- If, as a result of an Event, the experience for our daily visitors is compromised by an unsightly aftermath of your Event (loose trash left on property, disheveled equipment, unauthorized vehicles left overnight, etc.) your deposit will be forfeited.
- Following the Event, Palace staff will conduct an inspection of the grounds along with a security report.
- The security deposit, less any assessed fees for damage and/or insurance premiums as specified below will be returned 15 days following the Event.

### **IOLANI PALACE SPECIAL EVENTS COORDINATOR (SEC)**

- The SEC will be the point of contact for all special Events held at Iolani Palace.
- The SEC will obtain venue use permits, as needed from the State of Hawaii, following preliminary approval by the Executive Director. The State of Hawaii Dept. of Land & Natural Resources has the final approval before permitting any events on the grounds.
- The SEC will guide the applicant through acceptable parameters and timelines to adhere to all relevant Palace policies and regulations.
- Any printed material regarding your Event must be submitted to the SEC for approval prior to publishing.

### **REQUIRED CERTIFICATE OF INSURANCE AND PERMITS**

- Client is to provide liability insurance for a minimum of \$1,000,000 per each occurrence and a \$2,000,000 general aggregate limit.
- The certificate should name the following as “Additional Insured:”
  1. The State of Hawaii
  2. Friends of Iolani Palace @ 364 South King Street, Honolulu, Hawaii, 96813
- If alcohol is being served at the Event, Liquor Liability insurance should be obtained with at least a \$1,000,000 limit and should name both the additional insureds as mentioned above.
- Alcohol must be controlled by professional bartenders and no alcohol may be served to / or consumed by minors on the Palace grounds.
- All Purveyors that will be on site servicing the event are required to submit a completed Event Purveyor Agreement to the Event Planner who in turn will submit to SEC.

### **SECURITY**

- The Friends will provide DOCARE Officer at the exterior of the Palace building. The SEC will determine if additional security is needed based on the size of the Event and the total number of expected Guests. If needed, the applicant will be assessed an additional, agreed upon fee.



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## FOOD AND BEVERAGE

- Iolani Palace does not provide food or beverage service and must be provided by a professional catering service, with final approval required by the SEC.
- No food or beverage are allowed in the Palace itself.
- All food services are to be in compliance with all State of Hawaii Department of Health Requirements.
- Alcohol beverage service must comply with the applicable Honolulu Liquor Commission Rules and Regulations

## PARKING

- Parking is available on the grounds, however large Events may require special arrangements. Please confer with the SEC regarding your Event's parking requirements no less than **30 DAYS** prior to the Event.
- Delivery/installation vehicle parking can be accommodated with a minimum of 30 days notice.
- Overflow parking must be arranged with neighboring facilities. The SEC will provide contact numbers for possible solutions.
- Vehicles for 25 passengers or less may be staged in an approved location on the grounds, no more than 10 minutes prior to the end of the Event.
- Larger vehicles will be required to let Guests off outside the Palace gates. Pick up may be at either the Main gate (King Street), or at the Richards Street gate—street permitting may be required and should be coordinated through the Department of Transportation.

## ELECTRICITY AND LIGHTING

- The Palace **DOES NOT** provide outdoor electricity or lighting—with the exception of lighting inside in the Barracks courtyard. This consists of Shoji-style lanterns. If you choose not to use it, it will be removed. The Client must provide all other electricity and lighting needs.
- Outdoor Events requiring electricity should be provided by a quiet generator that must be discreetly situated.
- Lighting plans **MUST** be provided to the SEC for approval when submitting all other documents. Lighting must fall within Palace standards and be set up in a way that provides for the safe passage of Guests, minimizes risks, and still adheres to Palace architectural designs.



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## **SPECIAL RESTRICTIONS**

- All Events held at Iolani Palace are to raise funds for the Friends of Iolani Palace. The Friends' lease with the State of Hawaii does not permit other fundraising Events.
- Events in support of candidates for elected office are not permitted.
- There may be no sales conducted on the Palace grounds without prior written approval and strict guidelines agreed to by the client.
- All Events at Iolani Palace require an Event Coordinator/Point of Contact who cannot be a Guest at the Event. (Exceptions may apply, but must be pre-approved by the Palace SEC.) This individual must be with a licensed business and should be able to supply credentials/referrals of recent Event coordination, if requested, by the SEC. This individual must be on site at all times during installation, the Event itself, and the breakdown to ensure all guidelines put forth by this contract and the Iolani Palace Vendor Agreement are followed accordingly.
- ADA-accessible restrooms are available. It is recommended that Clients bring in portable restroom facilities for larger Events. The SEC must approve the placement of these.
- Water barrels are required for tenting. With very limited exceptions, staking may be acceptable, and will be considered on a case-by-case basis.
- Any actors representing Hawaiian history are not to portray persons of royalty, past or present.
- Excessively loud music is unacceptable. The noise level must be in compliance with the neighborhood code—part of which states that music must be stopped at 10:00 pm nightly.
- The Palace and Barracks are State treasures; misconduct or disrespect by any contractor, their staff, or Guests is grounds for immediate removal from the property as decided by the SEC or Executive Director of Iolani Palace.
- 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.

## **APPEARANCE AND CONDUCT**

- 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.
- All approved staff on Palace grounds must be dressed appropriately. No slippers or bareback shoes are allowed.
- Sales of any kind, including concession stands, are not permitted on Palace grounds.
- Set up and breakdown is to be conducted in a quiet, professional, and considerate manner.
- "Back of house" equipment is to be kept out of sight of Guests.
- Event set up is to be completed one hour prior to Guests' arrival.
- Breakdown and clean up should commence immediately following the conclusion of the Event.
- All equipment and loose trash must be removed from Event grounds by the end of Event day. Special exceptions may be made for large tenting, staging, etc., and will be considered on a case-by-case basis by the SEC.



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## CHECKLIST OF TIMELINE REQUIREMENTS Addendum B

### Immediately

- Application + deposit

### 45 days prior to Event

- Balance + security deposit
- Name of coordinator/Event planner
- Floor plan
- Tenting layout
- Lighting/electricity/generator plan
- Parking requirements
- Final timeline
- All Event Purveyor agreements signed and returned
- Additional insured certificates of General liability and Liquor Liability, if applicable

### Day of Event

- Client's coordinator to check in with SEC prior to start of installation
- Client's coordinator to complete walk-through at end of Event (checking for trash, removal of all items, etc.)

### Day after Event

- SEC to complete walk-through
- SEC to submit report to Client for any follow up

### 15 days after Event

- Security/damage deposit returned to Client



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## Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

<b>Credit Card Information</b>
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other
Cardholder Name (as shown on card):
Card Number:
CVV / CVV2: _____
Expiration Date(mm/yy):
Cardholder ZIP Code (from credit card billing address):


I, \_\_\_\_\_, authorize The Friends of Iolani Palace to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

\_\_\_\_\_

\_\_\_\_\_

Customer Signature

Date

 For security purposes, please do not submit this completed form by E-mail. This form is accepted by fax and/or secured courier only