



A Non-Profit Organization

**Terms & Conditions of Agreement for use of Banquet Hall @ He'eia State Park**  
**Arrangements for the availability of the Banquet Hall @ He'eia State Park may be made by calling**  
**(808) 235-6509 / (808) 380-8045 or emailing [info@heeiastatepark.org](mailto:info@heeiastatepark.org)**

RENTER(s) First and Last Name		Date of Event		Day of the Week	
				<input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs	
RENTER(s) Name of Group (if applicable)		Email Address		Employee/Affiliate?	
Bride: Groom: Point of Contact/Coordinator:					
Mailing Address	City/St	Zip	Home #	Work/Cell#	
Intended Use	Number of Guests	Entry Time	Event Time (security in)	Event End	Exit Time (security out)
How did you hear about us?		Earliest time: 9:00am			<b>10:30pm</b> gates are locked
		* 6 hours is incl. with Hall Rental*			

**A .Fees**

\_\_\_\_\_ Initial

Rental fees for use of the Banquet Hall @ He'eia State Park (hereafter referred to as the "Banquet Hall") are based on the charges set forth in this RENTAL AGREEMENT. Initial Security Deposit secures the date, and the remaining rental fees are due 30 days prior to the reservation date. Banquet Hall MAX capacity is 300 people. Should renter exceed max capacity of 300 people, the Honolulu Fire Department will be contacted, and the event will be shut down. \*Please see page 5 for details in pricing.

\_\_\_\_\_ Initial **Security Deposit – NON-REFUNDABLE FOR CANCELLATIONS**

The security deposit shall be paid to secure the requested date of event with full and faithful performance of all terms and conditions contained in the RENTAL AGREEMENT. If all conditions of the CLEANING GUIDELINES (attached) are met, the Security Deposit will be refunded. All violations will be deducted as stated in DEPOSIT DEDUCTIONS (attached). The RENTER is informed and understands that the processing period for full and/or partial refund of Security Deposit requires up to a period of approximately 2 weeks after the date of the event.

\_\_\_\_\_ Initial **End of Event Check-** The RENTER has the opportunity to return the following day by 9am to ensure cleanliness of park which has been outlined. SECURITY DOES NOT check out RENTERS at the end of the events, nor determine if deposit will be returned.

\_\_\_\_\_ Initial Service Charges

**All payments are to be made by personal checks, money order and/or credit/debit.** Checks should be made payable to Kama'aina Kids. There will be a \$25 charge for any check that is returned due to insufficient funds. **NO CASH ACCEPTED AT THE PARK.**

**B. \_\_\_\_\_ Confirmation Date of Event**

Reservation date is confirmed upon receipt of \$500 Security Deposit (see page 4) AND the receipt of the signed RENTAL AGREEMENT. If more than one party is interested in a specific date, reservations will be done on a "first come, first served" basis.

**C. \_\_\_\_\_ Exit/ Park Closing Time**

If the RENTER, and all vendors have not exited the front gate by the mandatory State Park exit time of 10:30pm, the RENTER will risk losing the \$500 security deposit. Security will lock the gates and dispatch Honolulu Police Department to escort remaining guests off the property after 10:30pm.

**D. \_\_\_\_\_ Cancellation Policy**

Kama'aina Kids **will refund all FEES (except Security Deposit and Service Charges)**, for any cancellations made **prior to 60 days** of reservation date. Cancellations made less than 60 days of reservation date are 100% non-refundable.

**E. \_\_\_\_\_ Excused Non-Performance**

If, for any reason beyond its control, but not limited to accidents, acts of war, or acts of God, Kama'aina Kids is unable to perform its obligations under this Agreement, such non-performance is excused and Kama'aina Kids may terminate this Agreement without liability of any nature upon return of RENTER's fees and deposit. Kama'aina Kids will not be liable for consequential damages of any nature, under any circumstances, for any reason, whatsoever.

**F. \_\_\_\_\_ Admissions Charges**

Persons attending the event herein **will / will not (circle one)** be paying an admission for this event.

**G. \_\_\_\_\_ Alcoholic Beverages**

The use or possession of alcohol shall be confined to *inside* the **BANQUET HALL & COTTAGE HALE ONLY.** (**Bottles of ALCOHOL- WINE OR BEER are NOT allowed anywhere outside on park grounds**) and shall be in accordance with all applicable State and City & County ordinances, rules and regulations. Consumption and possession of alcohol by minors is prohibited and the responsibility of the RENTER. Security will notify and dispatch HPD if bottles/cans of alcoholic beverages are seen outside of the banquet hall or in any of the parking lots, RENTER will forfeit entire security deposit, and the event may be shut down.

**H. \_\_\_\_\_ Rubbish/Garbage Removal/Recycling**

The RENTER shall be responsible for the removal of **ALL EXTERIOR** rubbish/garbage/recycling. Through out the event bags of rubbish must not be left in Hall or Hale and taken down to the dumpsters to avoid pests during use of facilities. A charge of \$150 shall be assessed if Kama'aina Kids staff must remove excessive rubbish/garbage/recycling. Kama'aina Kids will deduct this charge from the security deposit. Recycling bins will be provided for items that meet the current state recycling codes. See also CLEANING GUIDELINES for other applicable guidelines. All recycling bins need to be used appropriately, Glass/Aluminum/Plastic. Trash liners are provided and are mandatory in all recycling bins, as well as rubbish cans.

## I. \_\_\_\_\_ GENERAL CLEAN-UP

### **Decorations may NOT be NAILED, SCREWED, STAPLED and/or TACKED to any part of the facility.**

If decorations need to be mounted on the walls, use of string/twine, white putty, or clear packing tape is allowed. Decorations must be removed immediately following RENTER's event, and must comply with governmental laws, rules, regulations and ordinances, including but not limited to, fire code regulations.

- Intentional outdoor releases of balloons and sky lanterns are an act of littering and should be classified as such. What goes up must eventually fall back down to earth and/or sea, where it can either entangle wildlife, or be ingested if certain species confuse balloons/balloon fragments for food (such as endangered marine turtles).
  - We are against any forms of litter entering the sea – either directly or indirectly – and, we do not distinguish between differing types of balloon material, the main types of which are latex (rubber) and foil (also known as mylar). Latex balloons, whilst biodegradable, may still persist in the marine environment for up to four years.
- Decorations are allowed through walkway into main banquet hall. No signs will be allowed on the outside of the Banquet Hall except at the entrance doorway.

### **Park Grounds**

- The RENTER shall be responsible for any damages to the surrounding flora. There is **NO CUTTING** of any surrounding flora found within the park grounds for personal decorations or usage, unless approved by Management. Damage/removal of fruits/flora to be assessed and levied against the Security Deposit.

### **Set-Up/Decorations**

- **\*\*\* DO NOT DRAG TABLES AND CHAIRS - THIS WILL CAUSE DAMAGE TO THE TABLES / CHAIRS and ESPECIALLY TO THE WAXED FLOORING.**
- **GLITTER/ CONFETTI and/or RICE is not allowed on State Park grounds OR in the banquet hall.**
- **HELIUM BALLOONS MUST BE TIED DOWN. LOOSE HELIUM BALLOONS WILL CAUSE DAMAGE to CEILING FANS and are the renters responsibility for removal\*\*\***
- **PALLETS USED FOR DÉCOR, CANNOT BE LEFT AT THE DUMPSTERS!!**

## J. \_\_\_\_\_ SECURITY

Security is mandatory when renting the banquet hall for any, and all functions. The RENTER will be provided security through He'eia State Park when renting Fri-Sun blocks. Hawaii Security Services will provide security for up to **6 hours**, any additional time needed will cost The RENTER an additional \$35 per hour to the front of their rental. 10:30pm is a FIRM exit time for EVERYONE to be off property. If the exit time is violated, security will call and dispatch HPD to escort anyone out and full security deposit will be forfeited.

## K. \_\_\_\_\_ NO PARKING ON GRASS

In accordance with Sec. 290-11 Hawaii revised Statues, unauthorized vehicles will be towed at Owner's Expense. Mahalo for your kokua in preserving our State Park grounds.

## L. \_\_\_\_\_ SMOKING/ILLEGAL DRUG USE (Applies to RENTER and RENTER's GUESTS)

Smoking is banned in all Hawai'i State Parks, as a new law – Act 123, SLH 2015 – went into effect as of July 1, 2015. The ban includes any type of smoking: cigarettes, electronic cigarettes, illegal substances and tobacco product use in State parks of Hawaii. It applies to every area of the park; including beachfront, picnic areas and roadways. Any smoking or illegal drug use done inside the building or on park grounds will result in the forfeiture of the security deposit, HPD will be dispatched and park cleared.

**\_\_\_\_\_ Initial: ANY CIGARETTE BUTTS OR BEER BOTTLES/ CAPS FOUND OUTSIDE ON PROPERTY GROUNDS WILL RESULT IN LOOSING THE ENTIRE SECURITY DEPOSIT OF \$500.00.**

**M. \_\_\_\_\_ DISCRIMINATION POLICY**

The use of the Banquet Hall shall not be in support of any policy which discriminates against anyone based on race, creed, color, gender, religion, national origin, sexual orientation or physical handicap.

**N. \_\_\_\_\_ CONDUCT**

Kama'aina Kids reserves the right to terminate any event under the following circumstances:

- The event is not properly chaperoned.
- The conduct of the guests attending the event presents a threat to the health and safety of the individuals, or cause damage the Banquet Hall, Cottage or surrounding structures on the property.
- Rules and regulations are not complied with, especially relating to illegal use of drugs/alcohol or underage drinking.

**O. \_\_\_\_\_ INDEMNITY**

The RENTER shall indemnify, defend, and hold Kama'aina Kids, He'eia State Park, City & County of Honolulu and the State of Hawaii harmless from and against all claims, proceeding, suits, damages, settlements, and awards arising in connection with or attributable to the use of the premises by the RENTER and/or its guests, invitees, agents, or assignees. This indemnification shall, among other things, include indemnification against any, and all actions, proceedings, attorney's fees, costs demands and any damages.

Exculpation of Kama'aina Kids, He'eia State Park, City & County of Honolulu, State of Hawaii Kama'aina Kids, He'eia State Park, City & County of Honolulu and the State of Hawaii shall not be liable to the RENTER for any damage to the RENTER or RENTER property or RENTER's guest(s) from any cause.

The RENTER waives all claims against Kama'aina Kids, He'eia State Park, City & County of Honolulu and the State of Hawaii for damage to person or property arising for any reason.

**P. \_\_\_\_\_ DEFAULT**

In the event of any default by the RENTER of any of the terms herein, RENTER shall be liable for all damages, including attorney's fees and costs, which may be incurred as a result of, said default, and steps taken to address said fault.

The undersigned has fully read and agrees to the Terms and Conditions of the RENTAL AGREEMENT and hereby confirms payment of Security Deposit in the amount of \$\_\_\_\_\_ to Kama'aina Kids for the engagement and usage of the Banquet Hall. The RENTER agrees to pay remaining \$\_\_\_\_\_ rental fee 30 business days prior to the rental date (\_\_\_\_\_). Failure to submit payment by this date will result in forfeiture of the Security Deposit and the termination of this agreement.

The RENTER hereby agrees to and assumes full responsibilities and liabilities for any damages, destruction, and/or losses incurred by Kama'aina Kids during or as a result of the RENTER's engagement and usage of the Banquet Hall. The RENTER also agrees that Kama'aina Kids may access charges to the RENTER for any damage, destruction or loss to the Banquet Hall property as a result of RENTER's usage of the Banquet Hall.

Security Deposit Paid Amount \$\_\_\_\_\_ Name: \_\_\_\_\_

*Reviewed RENTAL AGREEMENT with a He'eia State Park Representative*

## HIBISCUS Package + (Security Deposit -\$500)

\_\_\_\_\_ \$2800 Weekdays: Mon – Thur

\_\_\_\_\_ \$3300 Weekends: Fri – Sun

- COTTAGE HALE / BRIDAL SUITE with it's own private bathroom & shower.
- Pre-wedding Grounds Beautification & Detailed Bathroom Cleaning & Stocking
- Bridal Procession from Cottage Hale to the Hula Mound Ceremony
- Hula Mound Wedding Ceremony Site, 1-hour Rehearsal @ Wedding site by Scheduled Appointment Only
- Banquet Hall Reception (Includes tables & chairs for up to 300 guests)
- 6 hours of Security for Banquet Hall & Park grounds
- Extensive Cleaning Package\*
- Projector & 60" Wall Screen
- Podium & Sound System

## PLUMERIA Package + (Security Deposit -\$500)

\_\_\_\_\_ \$1875 Weekdays: Mon - Thur

\_\_\_\_\_ \$2075 Weekends: Fri – Sun

- Pre-wedding Grounds Beautification
- Pre-wedding Detailed Bathroom Cleaning & Stocking
- Hula Mound Wedding Site, 1-hour Rehearsal @ Wedding site by Scheduled Appointment Only
- Banquet Hall Reception (Includes tables & chairs for up to 300 guests)
- 6 hours of Security for Banquet Hall & Park grounds
- Extensive Cleaning Package\*

## ALA CARTE

\_\_\_\_\_ **BANQUET HALL FULL-DAY** : MON – THURS, \$1375 / FRI – SUN, \$1575 (9am-10:30pm)  
Hourly Fees: \$200/hr. minimum 2 hours, max 8 hours

\_\_\_\_\_ **COTTAGE HALE FULL-DAY (9am – 4pm)**: MON – THURS, \$480 / FRI – SUN, \$1000  
Hourly Fees: \$60/hr. minimum 2 hours, maximum 8 hours

\_\_\_\_\_ **HULA MOUND ONLY** (without banquet hall/cottage hale rental):  
\$200/hr. min 2 hrs, max 8 hrs / FULL DAY (9am – 10:30pm) \$1575

## OPTIONAL FEES:

\_\_\_\_\_ **EXTENSIVE CLEANING\* - \$500** Includes:

- Use of Dumpsters- Please remove trash throughout the event & place outside of kitchen in tied trash bags)
- Removal of decorations and waste (does NOT include cleaning of park grounds or perimeter of banquet hall)
- Cleaning of floors (sweep/mop) of banquet hall, kitchen and restrooms
- Detailed Cleaning of restrooms – Sinks, toilets and urinals
- Detailed Cleaning of kitchen – Counters, sinks, warmer, refrigerator and freezer
- Break down and storing Banquet Hall equipment: tables, chairs, stage, podium, projector & sound system

\_\_\_\_\_ **USE OF DUMPSTER-\$150** \_\_\_\_\_ **SCREEN - \$25** \_\_\_\_\_ **PROJECTOR - \$ 50** \_\_\_\_\_ **PODIUM - \$25**

\_\_\_\_\_ **ARCHWAY-\$150** \_\_\_\_\_ **WOODEN/PADDED MAHAGONY CHAIRS\$4/ea.(100)** \_\_\_\_\_ **BAR & KEG STAND- \$75**

\_\_\_\_\_ **SOUND SYSTEM - \$150** \_\_\_\_\_ **Additional Security - \$35/hr.** (Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_)

(\*6 hrs already included with Banquet Hall rental)

\_\_\_\_\_Initial: **PLEASE NOTE** with our extensive cleaning, the renter is *still* responsible for removing any decorations they wish to keep. Anything left back by the renter will be disposed of immediately. The renter is responsible for the removal of all tables/chairs/decorations that are outside of the banquet hall and cottage hale. The Renter IS responsible for removing trash throughout their event and place outside down in the dumpster in closed /tied up rubbish bags. Again, NO PALLETS to be left on property.

\_\_\_\_\_Initial: **We DO NOT offer AV assistance for the DAY OF THE EVENT when renting the projector or sound system. Please make sure all the correct HDMI cords and/or adaptors for YOUR individual PC or MAC laptop are compatible and working. We encourage our guests to come test the projector with your device prior to your event, so that you know how to work it. We DO NOT know all the different software used to create slideshows and presentations, this is the responsibility of the RENTER. No REFUNDS will be issued as a result of not knowing how to make the projector or sound system work, provided they were given to the RENTER in working order.**

### We include the following complimentary items with our Banquet Hall Rental:

Kitchen Facilities: Although we do not have a licensed kitchen where you can cook, but we do offer a fully accessible Prep Kitchen complete with:

- Electrical Food Warmer
- Side by Side Large Refrigerator
- Floor Freezer
- Microwave Oven
- 3-8ft Stainless steel prep tables
- Ample counter space by our 3 extra-large sink basins
- Rolling Trash Cans, Lids & Liners
- Recycle Receptacles
- Kitchen Cleaning Supplies

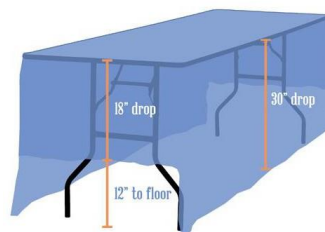
### Tables & Chairs, etc:

- 10-5ft (60") ROUNDS- Seats 8, Heavy-duty Plastic – White Granite color
- 40-8ft (30"x 72") LONG, LUAU STYLE- Seats 8, Heavy-duty Plastic - White Granite color Chairs for 300 guests (75 Black, 225 white)
- Stage (6 pieces-each are 4x8ft) & Podium
- Ladders for decorating

60" Round Table



90" x 132" Tablecloth on a 8-foot Banquet Table (Seats 8)



**\*\*Please Note:** that HSP office supplies are not available for Event usage, we ask you to remember to bring your own 'tools of the trade' for setting up events:

- |                      |                       |
|----------------------|-----------------------|
| ✓ Scissors           | ✓ Flashlights         |
| ✓ Pens & Pencils     | ✓ Power Strips        |
| ✓ Hammer; Tools      | ✓ Extension Cords     |
| ✓ Command Strips     | ✓ Zip-Ties            |
| ✓ Tape(Duct/Packing) | ✓ Hand-trucks/ Wagons |

# **SELF - CLEANING GUIDELINES**

## **of Banquet Hall @ He'eia State Park**

Purpose of this sheet is to provide contractual guidelines for clean-up of He'eia State Park Banquet Hall when the RENTER is cleaning the park and the Extensive Cleaning Package is not being paid for.

The Park Manager or designated Kama'aina Kids Representative will provide an orientation of the facilities and discuss the checklist with the RENTER or designated representative(s).

The Park Manager or designated representative will check with the RENTER or the designated representative(s) as to the closing time; making sure the RENTER or the designated representative(s) knows where supplies.

\_\_\_\_\_ The final check out will be with a Kama'anina Representative or Park Manager from 8-9am the following morning. **\*\*Security CANNOT supervise post-event cleaning or tell the renter that they are able to get their security deposit back.**

### **1. Banquet Hall**

- Break down tables/chairs (Please see pictures inside closet of proper arrangement of how they go back organized)
- Stack all tables and chairs in designated areas
- Return all stages to original places
- Remove all decorations from the beams and walls, as well as the tape on the bottom of the tables (remove ALL blue tape, string, balloons, zip ties, etc.)
- Sweep and mop floor (**HOT WATER & PineSol ONLY when mopping floors**)

Return all cleaning supplies to kitchen area (these will be inventoried by the Park Manager or designated representative)

Remove all rubbish and recycling bins and/or trash receptacles, rinse mop buckets and mop heads, then hang to dry outside to the right out of the back kitchen door.

### **2. Kitchen**

- Clean counters
- Clean sinks
- Clean refrigerator/freezer
- Clean Oven/Warmer
- Sweep and mop floor

**3. Restrooms**

- Clean stalls
- Clean sinks
- Sweep and mop floor
- Remove all rubbish

**4. Exterior Litter Pick-Up around the park grounds and parking lot**  
 (due to light restrictions at closing time, the RENTER **MUST return to the park no later than 8:00am the following day** to ensure that park grounds are clean by 9:00am, ready for next Banquet Hall rental) If the RENTER or designated representative for the RENTER does not come back the next morning, RENTER will forfeit the ability to contest the return of the security deposit for cleaning violations that are found.

- Pick-up ALL litter on grassy areas surrounding the banquet hall, cottage hale (front/back/side areas and down over the hillside)
- Pick-up ALL litter in parking lot, round-about area and driveway

**5. Other**

- We will close and secure all window and doors
- No tents, tarps, tables and chairs to be left outside building
- No dumping of food, oil (remove in proper containers from property, Igloo's of beverages or ice are not to be disposed of anywhere on the Park Grounds or in plant areas, please use the kitchen sinks.

**NO SMOKING ON PROPERTY**  
**NO ALCOHOL OUTSIDE OF BUILDING**  
**NO OPEN FIRES ON PARK GROUNDS**

\_\_\_\_\_  
RENTER Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
He'eia Representative Signature

\_\_\_\_\_  
Date

**SecurityNotes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_