



FACILITY RENTAL RATES AND INFORMATION

DINING HALL <i>(Rate per Hour)</i> (State General Excise Tax will be added to ALL rentals)							
DAY		HOURS				Security/ Cleaning	
Sunday -Thursday		8:00 AM - 8:00 PM				\$300	
Friday - Saturday		8:00 AM - 10:00 PM					
Dining Room/ Lanai/ Kitchen (Capacity ~275)		Lanai (Capacity ~80 - 100)		Dining Room and Lanai (Capacity ~200)		Full Industrial Kitchen (CERTIFIED)	
Regular	Non-Profit/ Tenant/ Board/ Employee	Regular	Non-Profit/ Tenant/ Board/ Employee	Regular	Non-Profit/ Tenant/ Board/ Employee	Regular	Non-Profit/ Tenant/ Board/ Employee
\$190	\$152	\$60	\$48	\$135	\$108	\$60	\$48

Lanai Rental Includes: 8 - Lanai Picnic Benches and Parking

Dining Hall Rental Includes: 12 - 8' Tables, 10 - 6' Tables, and 8 - 5' Round Tables, 200 chairs, 8'x12' Stage, and Parking.

RECREATION <i>(Rate per Hour)</i> (State General Excise Tax will be added to ALL rentals)			
AVAILABLE DAYS		HOURS	
Sunday - Saturday		8:00 AM - 9:00 PM	
Type of Rental	Regular	Non-Profit/ Tenant/ Board/ Employee	Security/ Cleaning Deposit
Full Gym	\$125	\$100	\$300
Small Court	\$55	\$44	\$250
Large Court	\$75	\$60	\$250
Gym Lanai	\$55	\$44	\$200
Field	\$120	\$96	\$300
Multipurpose	\$50	\$40	\$150
Pool w/ 2 Lifeguards	\$80	\$64	\$250
(up to 40 people (6 year old - adult), extra charge for 41-50 people, 50 people maximum allowed)			
Conference Room #205 or #206	\$60	\$48	\$100
Rath Conference Room	\$60	\$48	\$100

→ → →



FACILITY RENTAL RATES AND INFORMATION

RESERVATION SECURITY & CLEANING DEPOSIT: Deposit is required to hold the date of event. Cancellations must be made at least 60 days in advance to receive a full refund. A portion or **ALL** of the deposit will be forfeited if a cancellation is made as follows: (1) \$100 of the deposit is forfeited if the cancellation is 31 - 59 days prior to the event; (2) **ALL** of the deposit is forfeited if the cancellation is less than 30 days prior to the event; or (3) The security and cleaning deposit is forfeited if the facility is not left in good and clean condition it was found; the trash bags are not placed in the designated dumpster; or if any rule is violated by any person attending the function.

FULL PAYMENT: Must be made 30 days prior to the event or the event will be cancelled. Any refunds due the renter will be processed within two weeks, then mailed via US Postal Service.

RESERVATIONS: A facility rental is not confirmed until: (1) FACILITY USE APPLICATION is completed, signed and submitted including all necessary forms and waivers; (2) Cleaning and Reservation Deposit is received; and (3) The FACILITY USE APPLICATION is approved by either the Facilities Coordinator, Support Services, or the Executive Director. Should another request come in for the same date and time, and for which have completed all 3 steps prior to the first inquirer, the second inquirer will receive approval. No exceptions. The date desired will be verified as available prior to accepting above documents. If there is a mistaken overlap, the first renter will be awarded the date and time.

RETURNED CHECK/ Credit Card payment: There is a service charge of \$35.00 for all returned checks and could lead to the termination of reservations. If there is a returned check or credit card payment is not accepted by the credit card company 30 days or less prior to the event, payment must be made immediately in CASH ONLY, from Monday through Friday, and during the hours of 8:30 - 4:30 pm. THERE WILL BE A 3% SURCHARGE ON ALL CREDIT CARD PAYMENTS STARTING FEBRUARY 1, 2017.

NON-PROFIT ORGANIZATIONS: Non-Profit Organizations that submit an IRS Letter of Determination with the Facility Use Application (**Organization must be present at the event**), will receive a 20% discount.

TENANTS AND EMPLOYEES: All tenant, board member, and employee events (**must be present**) will receive a 20% discount. (Employee discount is limited to immediate family members only.)

CERTIFICATE OF LIABILITY INSURANCE: **ALL** renters for the Recreation area as well as Businesses and Organizations that rent the Dining Hall/ Meeting use area must submit a Certificate of Insurance naming Palama Settlement as additional insured. The form can be sent to the email address below or mailed in.

SPECIAL DUTY POLICE OFFICER (SDPO) OR SHERIFF REQUIRED FOR ALL DINING HALL EVENTS: ONE OFFICER/ SHERIFF FOR GROUP OF 80 -100 PEOPLE; TWO OFFICERS/ SHERIFFS FOR GROUP OF 101-275 PEOPLE. Meetings without food or beverage will be evaluated on a case by case basis. If there are more people than the amount specified, Palama Settlement and the SDPO/ SHERIFF on duty has the right to shut down the event for safety reasons. If needed, HPD will be called for assistance. Deposit and fees will be forfeited.

Palama Settlement requires the facility renter to provide confirmation of hiring any SDPO or Sheriff at least 14 days before the event.

To schedule an event, contact 848-2502 or email stawata@palamasettlement.org.

→ → →