



810 N. Vineyard Boulevard, Honolulu, HI 96817 • P: 808-845-3945 • F: 808-847-2873

## Dining Hall / Meeting Use Application

Application date: \_\_\_\_\_ Desired month/year: \_\_\_\_\_ Application #: \_\_\_\_\_

Group/Organization: \_\_\_\_\_ Renter/Responsible Party: \_\_\_\_\_

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

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

Email: \_\_\_\_\_ Type of function: \_\_\_\_\_

No. of people: \_\_\_\_\_ Group's objective: \_\_\_\_\_

Will alcoholic beverages be consumed? Y N Will there be a uniformed sheriff or police officer present? Y N

**Rental Information** (if dates are in more than one calendar month, an application must be completed for each month)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date(s)							
Area Desired							
Start Time							
End Time							
Total Hours							

**FOR OFFICE USE ONLY:** Facility Desired (circle one):

Kitchen    Lanai    Dining Hall    Room 205    Room 206    Rath Conference    Other: \_\_\_\_\_

	Amount Due	Amount Paid	Date	Cash/Check	Receipt #
Reservation/Damage/ Cleaning Deposit					
Hourly Rate					
Sub Total (x ___ hrs)					
State Tax					
Total Charges					
Balance Due					
<b>FULL PAYMENT DUE:</b>					
Open Time:	Clean Up Time:		Vacate Time:		

Signature	Approved Date	Denied Date and Reason	Cancelled Date and Reason
Support Services			
Executive Director			

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**Excused Non-Performance:** if for any reason beyond its control, including but not limited to acts of God, adverse weather conditions, enemy, or government action, civil commotion, fire or other casualty, or other conditions that cause Palama Settlement to cancel its obligations under this agreement, such non-performance is excused and this agreement may be terminated/excused without further liability of any nature, upon return of the Renter's deposit. **The Renter may reschedule the function for a date mutually agreeable.**

### GENERAL RULES:

#### Grounds/Property/Facility:

Initial Here

- \_\_\_\_\_ Maximum people allowed for any dining hall area rental is 275.
- \_\_\_\_\_ Renter has received the Facility Rental Rates and Information form.
- \_\_\_\_\_ Renter must sign **RELEASE, DISCHARGE, AND INDEMINITY #1** for use of premises only. The function will be held only in the designated area.
- \_\_\_\_\_ Any breakage, damage, or loss will be reported immediately to the staff on duty.
- \_\_\_\_\_ Building and facility must be left clean. All furniture and equipment will be returned to the original location/ position(s).
- \_\_\_\_\_ Renter is responsible for cleaning (sweeping and mopping) of bathrooms, dining hall, lanai, kitchen, and the surrounding areas used during the function.
- \_\_\_\_\_ Renter is responsible for emptying trash cans and depositing trash bags into the dumpsters. (see attendant for designated dumpster area).
- \_\_\_\_\_ No pets or livestock are allowed on property at any time.

#### Parking:

- \_\_\_\_\_ Allowed only in designated areas, established parking areas, and behind gymnasium.
- \_\_\_\_\_ NO parking along red curbs.
- \_\_\_\_\_ NO parking and NO driving on the field or grass without prior approval.
- \_\_\_\_\_ NO loitering in parking lot or other areas.

#### Conduct and Property:

- \_\_\_\_\_ Person(s) engaging in disorderly or unruly conduct shall be subject to removal from the Palama Settlement property. If necessary, police will be called to remove the person(s) from the premises.
- \_\_\_\_\_ NO drug possession or use on property at any time.
- \_\_\_\_\_ NO alcoholic beverage consumption except in dining room, with prior approval.
- \_\_\_\_\_ NO food or drinks allowed in the gym.
- \_\_\_\_\_ Certain concession foods allowed for sale with prior approval and Temporary Food Permit License.

**KITCHEN DINING FACILITY RULES:**

**Cooking:**

- \_\_\_\_\_ Cooking allowed only in kitchen.
- \_\_\_\_\_ NO hot plates are allowed in any building except in the kitchen or in the dining hall facility.

**Display/Decorations:**

- \_\_\_\_\_ NO staples on the walls, tables, chairs, or pillars. Tape only. Balloons must be secured.
- \_\_\_\_\_ All decorations, exhibits, table coverings, etc. must be removed at the end of the function.
- \_\_\_\_\_ NO decorations can be painted or drawn on the walls.
- \_\_\_\_\_ NO decorations attached to the Sprinkler System.

**Alcoholic Beverages:**

- \_\_\_\_\_ Renter must sign RELEASE, DISCHARGE, AND INDEMNITY #2 if serving food and/or alcoholic beverages.
- \_\_\_\_\_ Renter is responsible to comply with the statutory laws regarding the serving of alcoholic beverages. *Individuals under the age of 21 are STRICTLY PROHIBITED from drinking alcoholic beverages. Any violation of this rule will result in the termination of the event/party and closure of the facility.*
- \_\_\_\_\_ Alcoholic beverage consumption is allowed ONLY in the dining room area.

**Special Duty Police Officer (SDPO) or Sheriff:**

- \_\_\_\_\_ SDPO or Sheriff is required for all Dining Facility events, regardless of the guest count and alcohol use. Up to 100 people require ONE SDPO or Sheriff. 101 to 275 people requires TWO SDPO or Sheriff.
- \_\_\_\_\_ Renter must hire SDPO and provide Palama Settlement with a confirmation number or document 2 weeks prior to the event.
- \_\_\_\_\_ If a uniformed SDPO or Sheriff officer is not in attendance at the event as required above, no alcoholic beverages will be consumed at the event and all alcoholic beverages must immediately be packed and removed from the premises.

I have read and accept all information published on Page 1-3 of this *Dining Hall/ Meeting Use Application* form.

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Responsible Party

<b>Office Use Only:</b>	
Signed original Facility Use Application with Indemnity (circle) #1 #2	received by: _____ date: _____
SDPO Required: Y N Confirmation # or name(s): _____	(circle one) HPD Sheriff