



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)					
Equipment Rentals / Additional Services (page 10)					
State Tax					
Total Charges					
Balance Due					
FULL PAYMENT DUE:					
Open Time:	Clean Up Time:		Vacate Time:		

Signature	Approved Date	Denied Date and Reason	Cancelled Date and Reason
Support Services Manager / Facilities Manager			
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 INDEMNITY #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.

Advertising and Promotion:

- _____ Invitations or any advertising for your event being held at Palama Settlement must **NOT** reflect any possible indication by design, graphics, or wording that Palama Settlement is endorsing or co-hosting the event.
Palama Settlement is allowed only as an address and/or location for your event.

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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 carefully read all information published on Page 1-3 of this *Dining Hall/ Meeting Use Application* form and agrees to abide by all its terms, including those set forth in Facility Rental Rates and Information attached hereto and made part hereof as Attachment I.

If such conditions are not satisfactory met based solely on the judgement of Palama Settlement Management and/or staff, all payments for the rental event, including the deposit and all rental fees will be forfeited and could result in cancellation of your event.

Printed name: _____ Title: _____

Responsible Party Signature: _____ Date: _____

Office Use Only:

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



RELEASE, DISCHARGE AND INDEMNITY #1

This Release and Indemnity executed on _____, 20____, by _____, of _____

herein referred to as RENTER:

WITNESSETH:

WHEREAS, RENTER will be hosting an event on _____, 20____, at PALAMA SETTLEMENT, 810 N. Vineyard Boulevard, Honolulu; and

WHEREAS, PALAMA SETTLEMENT, (hereafter referred to as PALAMA) will be providing the dining room and/or field and/or pool and/or gymnasium and/or meeting room(s) and/or parking area (hereafter referred to as PREMISES) for the event; and

WHEREAS, RENTER desires to furnish his participants use of the PREMISES; and

WHEREAS, PALAMA is agreeable to providing the PREMISES only on the condition that RENTER release, save and hold it harmless, and indemnify it from any claim or liability, resulting from injury, losses, or damages resulting from RENTER's event.

NOW, THEREFORE, in consideration of being permitted to furnish PREMISES for the participants at the event hosted by RENTER at PALAMA, 810 N. Vineyard Boulevard, Honolulu, Hawaii, 96817 on _____, 20____, the RENTER, for themselves, their respective spouses, legal representatives, heirs and assigns, hereby release and discharge PALAMA, all its officers and employees, for any and all liability claims for illness, injury, losses, or damages resulting from participation on the PREMISES.



RENTER further agrees to indemnify PALAMA against loss, liability, damage or cost, including reasonable attorney's fees and expenses of defending against claims and suits, that it may incur due to any liability claim resulting from illness, injury, accident, or death resulting from the participation in the event on the PREMISES by RENTER for the benefit of his participants at the event on _____, 20 ____.

RENTER expressly agrees that this release, discharge, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Hawaii, and that if any portion thereof is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

IN WITNESS WHEREOF, RENTER has executed this release at Honolulu, Hawaii the day and year first above written.

RENTER

RELEASE, DISCHARGE AND INDEMNITY #2

This Release and Indemnity executed on _____, 20____, by
_____, of _____
herein referred to as HOST:

W I T N E S S E T H

WHEREAS, HOST will be hosting a party on _____, 20____, at
PALAMA SETTLEMENT, 810 N. Vineyard Boulevard, Honolulu; and

WHEREAS, PALAMA SETTLEMENT, (hereafter referred to as PALAMA) will
be providing the premises for the event; and

WHEREAS, HOST desires to furnish his guests with alcoholic beverages and
foodstuffs prepared outside the premises by HOST or by others in behalf of HOST; and

WHEREAS, PALAMA is agreeable to providing the premises only on the
condition that HOST release, save and hold it harmless, and indemnify it from any claim
or liability resulting from the use of alcoholic beverages on the premises and the
consumption of foodstuffs brought to the premises by HOST;

NOW, THEREFORE, in consideration of being permitted to serve and furnish
alcoholic beverages and foodstuffs to the guests at the party hosted by HOST at
PALAMA, 810 N. Vineyard Boulevard, Honolulu, Hawaii, 96817 on
_____, 20____, the HOST, for themselves, their respective spouses, legal
representatives, heirs and assigns, hereby release and discharge PALAMA, all its officers

and employees, for any and all liability claims for illness, injury, losses, or damages resulting from consumption of alcoholic beverages and consumption of foodstuff on the premises.

HOST further agrees to indemnify PALAMA against loss, liability, damage or cost, including reasonable attorney's fees and expenses of defending against claims and suits, that it may incur due to any liability claim resulting from illness, injury, accident, or death resulting from the consumption of alcoholic beverages or consumption of foodstuffs brought on the premises by HOST for the benefit of his guests at the party on _____, 20____.

HOST expressly agrees that this release, discharge, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Hawaii, and that if any portion thereof is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

IN WITNESS WHEREOF, HOST has executed this release at Honolulu, Hawaii the day and year first above written.

HOST



ATTACHMENT I - FACILITY RENTAL RATES AND INFORMATION as of 01.01.2025

DINING HALL (Rate per Hour) (State General Excise Tax will be added to ALL rentals)							
DAY		HOURS				Security/ Cleaning	
Sunday -Thursday		8:00 AM - 8:00 PM				\$400	
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	Regular	Non-Profit/ Tenant	Regular	Non-Profit/ Tenant	Regular	Non-Profit/ Tenant
\$255	\$205	\$80	\$65	\$185	\$150	\$80	\$65

Lanai Rental Includes: 8 - Lanai Picnic Benches and Parking

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

RECREATION (Rate per Hour) (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	Security/ Cleaning Deposit
Full Gym	\$190	\$160	\$400
Small Court	\$75	\$60	\$250
Large Court	\$140	\$120	\$350
Gym Lanai	\$65	\$50	\$250
Field	\$140	\$110	\$350
Multipurpose	\$70	\$55	\$250
Pool	Private Rentals 1-25 People: \$105 26-50 People: \$140	Teams/Clubs/Schools/ Swim & Water Polo Clubs \$90	\$350
Conference Room #205 Includes AV System	\$100	\$80	\$300
Conference Room #206	\$70	\$55	\$250

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ATTACHMENT I - FACILITY RENTAL RATES AND INFORMATION as of 01.01.2025

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.

Security deposits are refunded within seven (7) to fourteen (14) working days after the scheduled reservation and/or when all conditions of the contract are met – no damage to facility or property, cleaning, decorating requirements, rental equipment removal, and rental time observed. The security deposit will be returned to the Renter/Responsible Party as a check.

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

CHECK/ Credit Card payment: There is a service charge of \$35.00 for all returned checks which could lead to the termination of reservations. Checks are not accepted when paying 30 days or less prior to the event, payment must be made immediately by cash or credit card **ONLY**, from Monday through Friday, and during normal business hours of 8:30 am - 4:30 pm, excluding holidays. **THERE WILL BE A 4% SURCHARGE ON ALL CREDIT CARD PAYMENTS.**

RESERVATIONS: A facility rental is not confirmed until (1) the FACILITY USE APPLICATION is completed, signed, and submitted including all necessary forms and waivers; (2) the Cleaning and Reservation Deposit is received; and (3) The FACILITY USE APPLICATION is approved by either the Recreation Director, Support Services, and 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 the above documents. If there is a mistaken overlap, the first renter will be awarded the date and time.

NON-PROFIT ORGANIZATIONS: Nonprofit organizations that submit an IRS Letter of Determination with the Facility Use Application (**Organization must be present at the event**), will receive the discounted rate.

TENANTS: All tenants (**must be present at the event**) will receive the discounted rate.

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 UP TO 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.

I have read and accepted all the information published on this Facility Rental Rates and Information.

Responsible Party Initial: _____ **Date:** _____



ATTACHMENT II - EQUIPMENT RENTAL RATES AND INFORMATION as of 01.01.2025

The following prices are for items in the facility's inventory only. Please contact the Department Manager for a list of equipment included in your initial room set. The price list is subject to change without notice.

	Regular Rate	Non-Profit Rate	Quantity	Total Cost
RECREATION				
6' x 30" Table	\$20 Each, per Event	\$16 Each, per Event		
Folding Chair	\$5 Each, per Event	\$4 Each, per Event		
Cart: Flatbed Push Cart	\$50 Each, per Event	\$40 Each, per Event		
Score Board	\$20 per Day	\$16 per Day		
Volleyball Net	\$25 per Net, per Day	\$20 per Net, per Day		
Pickleball Net	\$25 per Net, per Day	\$20 per Net, per Day		
Water Cooler Dispenser	\$50 Each, per Event	\$40 Each, per Event		
Speaker with Microphone	\$30 per Speaker, per Day	\$24 per Speaker, per Day		
Extension Cord	\$10 Each, per Event	\$8 Each, per Event		
Power Strip	\$10 Each, per Event	\$8 Each, per Event		
Dining Hall				
Banquet Chair Covers, White	\$5 Each, per Event	\$4 Each, per Event		
Banquet Table Covers, White	\$10 Each, per Event	\$8 Each, per Event		
Services (Hourly Rate, Minimum of 1 Hour)				
Janitorial Services: Special Cleaning Needs	\$50 per Hour	\$40 per Hour		
Porter Service	\$50 per Hour	\$40 per Hour		
			Total Cost:	

TERMS AND CONDITIONS:

1. All material and equipment furnished by Palama Settlement remains the property of Palama Settlement and will be removed only by Palama Settlement Staff at the conclusion.
2. Equipment is subject to availability. Please inquire with the Department Manager about the most current inventory.
3. Credit will not be given for equipment or labor ordered and not used.
4. Equipment, labor, and rental rates are subject to change without notice.
5. Equipment that is not returned or is damaged is subject to the full rental rate plus the replacement cost.
6. An order is considered confirmed once payment is received.
7. **An additional 20% will apply for all orders and changes to orders on the event day.**

Responsible Party Initial: _____ **Date:** _____