



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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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: _____