



ATTACHMENT I - FACILITY RENTAL RATES AND INFORMATION as of 03.19.2025

DINING HALL (Rate per Hour) (State General Excise Tax will be added to ALL rentals)							
DAY		HOURS				Security Deposit	
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 11 - 8' Tables, 10 - 6' Tables, 6 - 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 Deposit
Full Gym	\$190	\$160	\$800
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 DEPOSIT: A deposit is required to hold the date of the 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 the 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 03.19.2025

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 2 Hours)				
Additional Attendant/Custodian Services	\$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: _____