



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

Dining Hall / Conference Room Rental 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? YES NO

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 Parking Lot Other: _____

Reservation/Damage/ Cleaning Deposit	Amount Due	Amount Paid	Date	Cash/Check	Receipt #
Rental Fee Hourly Rate _____ x _____ hours		Notes (If Applicable):			
Equipment Rentals / Additional Services		Notes (If Applicable):			
Rental Subtotal		Rental Fee, plus Equipment Rentals / Additional Services			
State Tax		Rental Subtotal multiplied by 4.712%			
Total Rental Charges		Deposit + Rental Subtotal + State Tax			
Remaining Balance Due	Amount Due	Amount Paid	Date	Cash / Check	Receipt #
FULL PAYMENT DUE BY:					
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			

TERMS AND CONDITIONS OF FACILITY USE

These Terms and Conditions of Facility Use (“Terms”) are incorporated into and made part of any Agreement to use the Premises located at 810 N. Vineyard Boulevard, Honolulu, Hawaii, 96817 (“Agreement”) between Palama Settlement (“Palama Settlement”), and the undersigned renter (“Renter”). In the event of any conflict or inconsistency between the terms of these Terms and the Agreement, the provisions of the Agreement shall control and prevail. By executing these Terms, the Agreement, and/or using Palama Settlement’s premises, Renter agrees to comply with these Terms.

1. Permitted Use

The premises may be used solely for community events and related activities approved by Palama Settlement in their sole discretion. Events may include, without limitation, meetings, cultural events, educational programs, celebrations, and other lawful community uses. All uses must comply with applicable federal, state, and county laws, rules, and ordinances.

Palama Settlement reserves the right to deny, restrict, or condition any use in its sole discretion.

2. Reservations

A reservation is not confirmed until all of the following have been completed:

- Submission of a fully completed and signed Facility Use Application, including all required forms and waivers;
- Payment of the required Cleaning and Reservation Deposit; and
- Approval of the application by the Recreation Director, Support Services Director, or Executive Director.

Reservations are confirmed on a first-completed basis. If multiple inquiries request the same date and time, priority will be given to the applicant who first completes all required steps listed above.

Facility availability will be verified prior to accepting application materials. In the event of an administrative scheduling error, the reservation first confirmed and approved by Palama Settlement will take precedence.

3. Payments

- i. A security deposit is required to hold the event date. Cancellations must be made at least sixty (60) days prior to the event to receive a full refund.

If cancellation occurs:

- 31–59 days prior to the event: \$100 of the deposit will be forfeited.
- 30 days or fewer prior to the event: the entire deposit will be forfeited.

The security and cleaning deposit may also be forfeited if the facility is not returned in the same clean condition in which it was received, including proper trash disposal, removal of decorations and rental equipment, or if any facility rule is violated by event attendees.

- ii. Full payment for the reservation must be received no later than thirty (30) days prior to the event date. Failure to submit payment by this deadline may result in cancellation of the reservation.
- iii. Returned Checks and Payment Methods
A \$35 fee will be charged for all returned checks and may result in termination of the reservation. Checks will not be accepted for payments made within thirty (30) days of the event. Payments within this period must be made by cash or credit card during normal business hours (Monday–Friday, 8:30 a.m.–4:30 p.m., excluding holidays).

A credit card processing surcharge will apply to all credit card payments.

- iv. **Refunds**
Any refunds due to the renter will be processed within two (2) weeks, provided all contract conditions have been met and no damage or violations have occurred.
All refunds will be payable to the person listed on the original receipt for the payment. All refunds will be issued in the form of a check.
- v. **Nonprofit Organizations**
Organizations that submit a valid IRS Determination Letter with the Facility Use Application and are present during the event may qualify for the nonprofit discounted rate.

4. Alcohol

Alcoholic beverages are permitted only with prior written approval of Palama Settlement. If alcohol is approved: Renter shall be solely responsible for obtaining all required permits and licenses; Alcohol service must comply with all State of Hawai'i and City and County of Honolulu liquor laws and regulations.

Palama Settlement may revoke alcohol approval at any time for any reason.

5. Kitchen Use and Food Service

Kitchen access may be provided as approved by Palama Settlement. Food may be prepared on-site or provided by a caterer. Renter is solely responsible for: Compliance with all Department of Health requirements; Proper food handling, storage, and cleanup; Any damage to kitchen equipment or facilities.

6. Vendors

Outside vendors are permitted. Renter is responsible for the acts and omissions of all vendors, contractors, and invitees. Any organizational vendor or Renter entity must provide a certificate of insurance as required under Section 10 below.

7. Security

Palama Settlement may require security measures, including but not limited to on-site security personnel or special duty police officers, based on the nature, size, or risk profile of the event. All security costs are the sole responsibility of Renter.

8. Setup, Breakdown, and Overtime

Renter is solely responsible for all setup and breakdown activities. The premises must be vacated by the agreed-upon end time. Any use of the premises beyond the scheduled time, including for setup or breakdown, may result in overtime charges at the rates established by Palama Settlement and/or forfeiture of the deposit refund.

9. Noise and Conduct

All events must comply with applicable City and County of Honolulu noise ordinances. Renter shall ensure orderly conduct of all participants and shall not permit any unlawful, disruptive, or unsafe behavior.

10. Insurance

If Renter is an organization, or if deemed necessary by Palama Settlement, Renter shall provide a certificate of insurance evidencing general liability coverage in commercially reasonable amounts, naming Palama Settlement as an additional insured, prior to the event. Coverage must remain in effect for the duration of the event, including setup and breakdown.

Failure to provide required insurance may result in cancellation of the event without refund.

11. Damage and Condition of Premises

Renter accepts the premises in its existing condition and agrees to leave the premises in the same condition as found, ordinary wear and tear excepted. Renter is responsible for all damage, loss, or excessive cleaning resulting from the event.

Palama Settlement may charge Renter for repair, replacement, or cleaning costs.

12. Non-Discrimination

Renter shall comply with all applicable federal, state, and local non-discrimination laws and policies and shall not discriminate against any person on any legally protected basis.

13. Termination

Palama Settlement, in its sole discretion, reserves the right to immediately terminate the event and require Renter to vacate the premises if: Any unsafe, unlawful, or prohibited activity occurs; These Terms or the Agreement are violated; Continued use poses a risk to persons or property.

Termination shall occur without refund.

14. Governing Law and Jurisdiction

These Terms and the Agreement shall be governed by and construed in accordance with the laws of the State of Hawai'i. Exclusive jurisdiction and venue shall lie in the state or federal courts located in Honolulu, Hawai'i.

15. Entire Agreement; Enforcement

These Terms, together with the Agreement, constitute the entire agreement regarding use of the premises. Failure by Palama Settlement to enforce any provision shall not constitute a waiver of future enforcement.

ACKNOWLEDGMENT

Renter acknowledges that it has read, understands, and agrees to these Terms and Conditions of Facility Use.

Renter Name: _____

Authorized Signature: _____ Date: _____

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.

Responsible Party Signature: _____

Date: _____

RELEASE, DISCHARGE AND INDEMNITY #2

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

WITNESSETH

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.

Responsible Party Signature: _____

Date: _____

FACILITY RENTAL RATES AND INFORMATION

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	Pool rentals are limited to schools, clubs, and organizations, and are not available for private parties.	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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EQUIPMENT RENTAL RATES AND INFORMATION

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		
Parking Attendant	\$1,200 per event	N/A: \$1,200 per event		

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: _____