



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

## Recreation 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: \_\_\_\_\_

**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):

Small Court   
  Large Court   
  Both Courts   
  Gym Lanai   
  Multipurpose Room   
  Pool   
  Field   
  Parking Lot

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

Signature	Approved Date	Denied Date and Reason	Cancelled Date and Reason
Department Manager (if applicable)			
Recreation 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: \_\_\_\_\_

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**FACILITY RENTAL RATES AND INFORMATION**

<b>DINING HALL (Rate per Hour)</b> (State General Excise Tax will be added to ALL rentals)							
<b>DAY</b>		<b>HOURS</b>				<b>Security Deposit</b>	
Sunday -Thursday		8:00 AM - 8:00 PM				\$400	
Friday - Saturday		8:00 AM - 10:00 PM					
<b>Dining Room/ Lanai/ Kitchen (Capacity ~ 275)</b>		<b>Lanai (Capacity ~ 80-100)</b>		<b>Dining Room and Lanai (Capacity ~ 200)</b>		<b>Full Industrial Kitchen (CERTIFIED)</b>	
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.

<b>RECREATION (Rate per Hour)</b> (State General Excise Tax will be added to ALL rentals)			
<b>AVAILABLE DAYS</b>		<b>HOURS</b>	
Sunday - Saturday		8:00 AM - 9:00 PM	
Type of Rental	Regular	Non-Profit/ Tenant	Security Deposit
<b>Full Gym</b>	\$190	\$160	\$800
<b>Small Court</b>	\$75	\$60	\$250
<b>Large Court</b>	\$140	\$120	\$350
<b>Gym Lanai</b>	\$65	\$50	\$250
<b>Field</b>	\$140	\$110	\$350
<b>Multipurpose</b>	\$70	\$55	\$250
<b>Pool</b>	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
<b>Conference Room #205</b> Includes AV System	\$100	\$80	\$300
<b>Conference Room #206</b>	\$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
<b>RECREATION</b>				
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		

<b>Dining Hall</b>				
Banquet Chair Covers, White	\$5 Each, per Event	\$4 Each, per Event		
Banquet Table Covers, White	\$10 Each, per Event	\$8 Each, per Event		

<b>Services (Hourly Rate, Minimum of 2 Hours)</b>				
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:** \_\_\_\_\_