

HULIHE`E PALACE: A Hawaiian Treasure

Rental Restrictions & Conditions

The Daughters of Hawaii reserve the right to deny services to any individual, agent, organization and/or business requests, for functions that pertain to political, graduation, young people's functions, fundraisers and functions for the exclusive benefit of other organizations and/or businesses. Rules governing the use of the Hulihe`e Palace shall be set by the Daughters of Hawaii. It is the responsibility of all to uphold the integrity of Hawai'i's historical landmark. *The grounds of Hulihe`e Palace are used for functions and tours of the museum is an added feature by request only.*

Application: A Rental Contract applying for a function held on the Hulihe`e Grounds must be submitted to the Hulihee Palace Business Office no later than 60 days prior to the date of the function/event.

Cancellation: Notice of cancellation must be given in **writing**, no later than 30 days prior to the date of event. Cancellations made less than 30 days prior to the date of event will result in forfeiture of deposit.

Deposit: A \$100 security deposit, with a signed contract, is due within 30 days of booking the event. If the deposit is not received within 30 days, the reservation shall be released.

Damage Deposit

A \$500 refundable damage deposit is required and is due, along with a signed contract and the \$100 security deposit within 30 days of booking. The damage deposit will be refunded, based upon the condition of the Palace, Palace grounds and Kuakini building

Holds: Hulihe`e Palace will hold tentative reservations for no more than 30 days. After 30 days the hold date will be released. Reservations can be made for no more than (12) twelve months in advance of event.

Payments: A 50% deposit of the total payment due shall be due 60 days prior to the date of event; Final payment shall be due 30 days prior to the date of event.

Overtime Fee: A \$500 overtime fee will be charged for the use of grounds after 10:00 PM but no later than 11:00 PM. Overtime **must** be approved by the Daughters of Hawai`i.

Fee Assessment: Palace and Grounds shall be left in a clean and orderly condition. A fee shall be assessed as determined by the Daughters of Hawai`i if grounds and/or facilities are left in an unsatisfactory condition.

Insurance: User must furnish proof of Liability Insurance naming the Daughters of Hawai`i. A copy of the original must be received at the Palace Business Office 60 days prior to the event.

Palace: The Palace will be open to guests from 5:00 PM to 9:00 PM. A tour of the museum during an event is **by** request only. Arrangements must be made 45 days prior to the function/event. The museum will close no later than 9:00 pm if a tour is requested during a night function.

Vendor List: **A list of the vendors, (i.e.: caterer, photographer, entertainers, etc.) is required along with the signed contract to the business office no later than 60 days prior to the event. Any Changes to the vendor list must be made in writing and submitted to the Palace Business Office.**

Entertainment: **Loud amplified music is prohibited.** Music and entertainment shall be appropriate to the historical and Cultural significance of Hulihe`e Palace. The use of the back, bottom lanai of Hulihe`e Palace is limited to a total of 3 musicians. The upstairs balcony is prohibited. Hulihe`e Palace does not provide sound equipment. **Entertainment/Musicians must be approved by DOH, Hulihee Palace.**

- Liquor:** The client shall be responsible to obtain a Liquor Permit from the Liquor Commission **if** liquor will be sold or consumed on the premises. Please call the Palace Business Office to obtain a “Request Permission Form” to obtain a Liquor Permit.
- Photography:** Personal photos on the grounds are allowed. Photos **may not** be taken inside the Palace. Professional and wedding photos are available upon request only. Pre approval by the DOH is required. Contract and fees apply for professional and wedding photos.
- Fires:** **No fires of any kind are allowed on the grounds.** This includes torches, grills, hibachis, etc. City and County fire codes apply.
- Tents:** A permit from the Hawaii Fire Department is required if a canopy or tent is used on the grounds. Removal of tents shall be no later than 9:00am of the following day.
- Security:** Should additional security be needed for a particular function, cost shall be at the expense of the client.
- Restrooms:** Two restrooms are located in the Kuakini Building. Additional restroom requirements will be at the expense of the client. Placement of the portable restrooms shall be determined by DOH. Removal of the portable restrooms shall be no later than 9:00am of the following day.
- Parking:** **PARKING IS PROHIBITED ON PALACE GROUNDS**
- Smoking:** **SMOKING IS PROHIBITED IN THE PALACE AND ALL BUILDINGS ON THE PALACE GROUNDS.**
- Kuakini Kitchen:** Kitchen is **not** certified. Use is limited to preparation use only. Utensils and /or food items are the property of DOH and not for use.
- Set Up and Clean Up:** Set up for the event will begin no earlier than 12:00 noon and end no later than 10:00 PM. Requests for times other than those listed may be requested and upon approval of DOH. Use of nails, pins, staples or tape is prohibited on facility and grounds. All set up and clean up is the responsibility of the client. Removal of trash and tents, tables, chairs, equipment, etc. shall be no later than 9:00am of the following day. A 15 % of user fee will be assessed for late removal of any of the above items.
- Trash Removal:** Trash removal is the responsibility of the client and must be removed no later than 9:00am of the next day.