

Daughters of Hawai'i
Application for Use of Facilities at Queen Emma Summer Palace

Financially responsible person(s) _____

Address: _____ Telephone _____

Membership? Daughters of Hawai'i _____ Calabash Cousins _____ Corporate Sponsor _____

Group/Business Name _____

Type of Function _____ Will you be using a caterer? _____

Date of Function _____ Time & Duration of Function _____ (10:00 p.m. max.)

Is Liquor being sold, or included in attendance fee? _____

If yes: Liquor License No. _____ Dated issued: _____

If liquor is to be served, a copy of an insurance certificate showing liquor liability coverage naming the Daughters of Hawai'i as an additional insured is required.

Specific areas and facilities to be used for the event: Emmalani Hale _____ Terrace _____

Estimated number of guests _____ Emmalani Hale Rental Rate \$ _____ Terrace Rental Rate \$ _____

Will you be using the kitchen as a catering kitchen? _____

Booking Fee: A \$100 non-refundable fee is required at the time of booking the event and will be applied to the total fee due for the event.

One month prior to the event the following fees must be paid:

- **Rental Fee:** \$ _____ less \$100 booking fee (if paid) =

Balance of Rental Fee Due \$ _____

- **Security Deposit of \$200:** *Your security deposit will be refunded if all conditions of this contract have been met and a facilities assessment report has been completed by the staff stating that the facilities used have been left in the clean and orderly manner in which it was offered for use. If the full amount of the deposit is not returned, an explanation will be provided. Please acknowledge the following:*

I agree to pay in full any costs resulting from repair due to damage to facilities or replacement due to breakage.

Signature of responsible party: _____ Date _____

Booking Fee Paid	
Date Paid	_____
Receipt No.	_____

Rental Fee Paid	
Date Paid	_____
Receipt No.	_____

Security Deposit Paid \$ _____
Date Paid _____ Receipt No. _____

Security Deposit Refunded \$ _____
Date Refunded _____

RELEASE FROM LIABILITY

The Organization(s) or Individual(s) making this request is granted only on the condition that the Daughters of Hawai'i shall not be liable to any person(s) for any damage to person or property which may occur during or as a result of the function which is the subject of this contract. Accordingly, in consideration for granting this request, such organizations(s) or individual(s) agrees to indemnify the Daughters of Hawai'i from and against any and all claims, demands, causes of action, suits or judgments (including cost and expenses incurred in connection therewith) for death and/or injuries to persons, for loss or damage to property arising out of, or in connection with, the use of facilities of the Daughters of Hawai'i, requested herein, by the agents, servants, employees, or invites of the organization(s) or individual(s) making this request.

I have read and understand the above as well as the Daughters of Hawai'i Contract Governing the Use of the Facilities and am aware that it is my responsibility as the contract signer to adhere to all rules set forth by this corporation.

Signed: _____ Date _____ For _____
Financially responsible party Organization, if applicable

The above request for use of the Daughters of Hawai'i facilities is granted subject to the specific provisions herein.

Signed: _____ Position _____ Date _____
Authorized person for Daughters of Hawai'i