

CONTRACT FOR USE OF FACILITIES AT QUEEN EMMA SUMMER PALACE

Name of financially responsible person(s)

Tel. # of financially responsible person(s) (Cell) (Hm/Other)

Address

Email Is financially responsible party a current member? If yes, circle one: DOH or CC

Note: If the financially responsible person is not the contact person for the day of the event, please list the name & information of contact person below. Contact must be available on the day of the event; before, during and after the event.

Contact Name (for day of event, e.g. wedding planner) Tel.

Type of function Group name (if applicable)

Date of function Time & Duration of function

All cleaning must be done and all guests must leave property by 10:00 p.m.

Will alcohol (e.g. beer, wine) be served at the event? Yes\* No

If serving alcohol, an original hard copy of the insurance certificate showing liability coverage naming the Daughters of Hawai'i as an additional insured is required, otherwise alcohol may not be served. Please also note first item on page 4.

Will you be using the kitchen as a catering kitchen? Yes No

Request for the gift shop to be open (if event is taking place after 4 p.m.) Yes No

Number of guests

Catering company Caterer contact Tel.

Table with 4 columns: Description, Amount, Paid on, and Rcpt #. Rows include Security deposit & rental fees due one month prior to event, Booking fee, Security Deposit, Emmalani Hale Rental fee, Prince Albert Terrace Rental fee, 12 x 12 Tent (\$50 fee), and Total Fee.

Rental Company (tents, chairs, tables, etc.) Contact Name Tel.

Your security deposit will be refunded if all conditions of this contract, the "Contract for Use of Facilities at Queen Emma Summer Palace" 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. Your signature on this form is an acknowledgement that you agree to and understand the conditions of this contract.

Please read and initial each page (total of 5 pages). Initialing on each page, at each demarked section, is an acknowledgement that the responsible party has read and agrees to conditions of the contract.

Signature of responsible party below means that you, the renter, understands and agrees to the terms and conditions of the "Contract for Use of Facilities at Queen Emma Summer Palace" as well as the "Release from Liability".

Signature of Responsible Party

Date

*Daughters of Hawai'i*

CONTRACT FOR USE OF FACILITIES AT QUEEN EMMA SUMMER PALACE  
RULES AND REGULATIONS

**Rules and regulations for the use of facilities at Queen Emma Summer Palace are designed to insure the continued preservation of this historic site. Please initial after every rule & regulation. Initial indicates that the responsible party understands and agrees to the conditions of the rules and regulations part of the “Contract for Use of Facilities at Queen Emma Summer Palace”.**

User(s) is responsible for informing the caterer, valet parking, musicians, set-up and clean-up crews, guests and all others concerned in regard to the rules and regulations for the use of facilities. \_\_\_\_

User(s) may not conduct fundraising activities for any cause nor act as concessionaires, nor sell goods for their own economic purposes when using the facilities and grounds at Queen Emma Summer Palace as is dictated by the State of Hawai'i in its lease agreement with the Daughters of Hawai'i. \_\_\_\_

**Hours:** Facilities rental hours are from 9:00 a.m. to 10:00 p.m. Hosts, their guests, caterers, entertainers, and clean-up crews must leave the premises no later than 10:00 p.m. Because the Palace is located in a residential area, the 10:00 closing time will be strictly enforced, resulting in a financial penalty if warranted.

\_\_\_\_  
**Set-up and Clean-up:** The user(s) must provide their own helpers to set-up, take down, and clean-up of facilities used. Arrangements for assistance of the Palace Caretaker in these duties may be made by contacting the Caretaker directly. A fee will be charged for this service and paid directly to the Caretaker.

\_\_\_\_  
**Decorating:** The use of nails, pins, staples or any form of sticky tape is not permitted when decorating or using the facilities. All decorations must be removed at the end of the event.

\_\_\_\_  
**Smoking:** No smoking is allowed in the Palace, on the Palace lanai, in Emmalani Hale, the Gift Shop, kitchen or facilities.

\_\_\_\_  
**Kitchen Use:**  
The kitchen is only a warming kitchen and is not to be used for cooking or preparation of heavy courses. Large parties need to be catered with most food preparation accomplished off-property. No heavy pots may be used on the kitchen range or set on the open oven door of kitchen range. At end of event, range burners and oven must be turned off.

There are no sink garbage disposals. Strainers are to be used in sinks to prevent clogging of drains. Heavy grease residue must be thrown away with other refuse. Do not pour heavy grease down drains. User is responsible for plumber's fees due to clogged drains.

\_\_\_\_  
**Kitchen Clean-up:** After an event, the kitchen must be left absolutely clean, with floors, counters, refrigerator, and range wiped down. A vacuum cleaner, brooms, and mops are available for use and stored in the kitchen closet. Cleaning supplies must be provided by user.

*A telephone is available in kitchen closet for emergency use. It is not to be used for long distance calls.*

\_\_\_\_  
**Capacity Limitations** for use of different areas:

Emmalani Hale: Sit-down dinner	100-120 persons
Stand up receptions	150 persons
Prince Albert Terrace: Sit-down dinner	50 persons
Stand up receptions	70 persons

**Tents:** User may rent tents for an event. Sizes, use and placement of tents at Queen Emma Summer Palace must receive the approval of the staff with the following limitations:

Directly in front of Emmalani Hale	Size not to exceed 20' x 30'
Grassy & paved area in front of gift shop	Size not to exceed 10' x 20'
Prince Albert Terrace	Size not to exceed 20' x 30'

*It is important to work with the staff when using tent pegs and tie downs because of the locations of water pipes and special requirements for the protection of Terrace tiles and aggregate walkways. Rubber or felt pads must be used under tent anchors and poles on the Terrace. Chairs must be lifted and not dragged across the slate tiles.*

---

**Delivery and Removal of Tents and Equipment:** Off-loading and on-loading of equipment must be accomplished from the 'ewa parking lot. Loading may not take place in front of the Palace or Emmalani Hale, where there is a no parking sign because of a fire lane. At the end of the event rented chairs and tables must be neatly stacked in Emmalani Hale. Tents, chairs, tables and equipment must be removed by **9:30 a.m.** on the following day. Daughters of Hawai'i will not be held responsible for tents or any other equipment left overnight.

---

**Emmalani Hale:** After an event Emmalani Hale is to be left clean; vacuumed and all trash removed. Portable stairs, bar, and large museum tables must be brought inside at the end of the event. All lights and fans must be turned off in the Hale. All doors must be closed and locked or secured in the Hale and the front door of the Hale must be locked on your way out. Kitchen door will be locked by Caretaker or night-time security.

---

**Electrical Outlets:** Outdoor electrical outlets are available on the Prince Albert Terrace (2 circuits of 20 amps with five outlets) and outside of Emmalani Hale (one 220 and three 120, two 120 under kukui trees). No outlets inside Palace may be used.

---

**Parking:** The parking lot accommodates up to 42 cars comfortably if parking is properly organized. At no time may the driveway be blocked; emergency vehicles need to have access to the Palace on the driveway. User is responsible for monitoring guest parking. If events occur during regular museum hours, the Diamond Head side of the parking lot must be left open to museum visitors. Large parties (over 50 people) will require parking attendants or valet parking at the expense of users. **No parking is allowed on the Nu'uuanu Park grounds by order of the Department of Parks and Recreation. Violation of this rule will be at the expense of the user.**

---

**Restroom Facilities:** Restrooms accommodate up to 120 people. User must hire a portable toilet for any number of attendees over 120 people. Portable toilets must be placed at the mauka side of the Palace across the walkway from the wheelchair accessible restroom.

---

**Fires:** No fires of any kind are allowed in Emmalani Hale or on the grounds. This includes torches, grills, hibachi, etc. Candles are not allowed in the Palace. Candles on tables may be allowed only if they are contained in glass sconces or glass candle holders/votives. No burning of incense or mosquito coils is allowed in Emmalani Hale.

---

**Liquor:** No liquor is to be sold on the premises without a permit from the Liquor Commission. This rule applies if liquor is purchased by attendees for cash through the sale of drink tickets, or if the price of liquor is included in the cost of attending the event. If user serves liquor, user is liable for those who partake in liquor consumption. **Serving liquor requires that you submit a certificate of liability insurance listing Daughters of Hawai'i as an additional insured.** Please note that authorized Daughters of Hawai'i personnel have the right, at any time, to cease the service and consumption of alcohol on the premises.

---

**Music:** All entertainment must be in good taste and should be appropriate to our historic setting. As this is a residential area, moderate volume is required. Sound/music system will not be provided by the Daughters of Hawai'i.

---

**Photography\*:** Photos may not be taken inside the Palace. Personal photos on the grounds are permissible.  
**\*Professional photography of any kind requires a separate contract and fee.**

---

**Refuse:** User must bring his or her own refuse bags and take all refuse away from property at the end of the event. Cigarette butts, napkins, paper goods, and other litter must be removed from the grounds and facilities.

---

**Security Deposit:** A security deposit must be paid thirty days prior to the event. Following the event, a Facilities Assessment Report and a Compliance of Contract Rules Assessment will be completed by the staff. Reimbursement of any or all of the Security Deposit will depend upon the findings of these reports.

---

**Breakage and Damage Fees:** The organization(s) and/or individuals(s) sponsoring the event must agree in writing to pay in full any costs resulting from repair due to damage to facilities or replacement due to breakage.

---

**Security:** The Daughters of Hawai'i will not be held responsible for tents or other equipment left overnight before or after an event.

---

**Weddings and Wedding Receptions:** No rice, birdseed, or flower petals are to be thrown or scattered on the grounds at any time. Please note that there are no dressing rooms on the premises.

---

**Palace Tour:** The Palace will be open at the beginning of each event for guests to visit. Fees for these visits are included in the rental fees charged. The only part of the Palace that may be used for an event is the Palace lanai for which user must make prior arrangements.

---

**Children as Guests:** Because the Palace collections are valuable and an open 'auwai (man-made stream) runs through the property, user is responsible to see that children guests are under the supervision of their parents at all times.

---

**I have read, understand, and agree to comply with the Rules and Regulations and all of the conditions as described in the "Application and Contract for Use of Facilities at Queen Emma Summer Palace".**

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

**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 organization(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 person(s), 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 invitees 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 \_\_\_\_\_  
Financially responsible party

For \_\_\_\_\_  
Organization, if applicable

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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Authorized person for the Daughters of Hawai'i

*How did you find out about Queen Emma Summer Palace facility rental program?*  
Wedding Expo \_\_\_\_\_ Newspaper ad \_\_\_\_\_ other print ad \_\_\_\_\_ other \_\_\_\_\_.

