

**KONA HISTORICAL SOCIETY
Facility Rental Information Sheet**

Location: 81-6551 Mamalahoa Highway (Highway 11), Kealahou, 96750
(approx. 14 miles south of Kailua Village)

Mailing Address: P.O. Box 398
Captain Cook, HI 96704-0398

Contact: Alexis Kerver, Development Coordinator
KHS@konahistorical.org
808-323-3222

Facility History: KHS Homestead est. 1850. This 19th century homestead site was the center of life.

Areas Available: There are 2 areas available: A large pasture area is located below the KHS offices and a smaller lawn area is located adjacent to the H.N. Greenwell Store Museum.

Rental Hours: 8:00am – 10:00pm

<u>Rental Rates:</u>	<u>Number of Attendees</u>	<u>Cost</u>	<u>Number of Attendees</u>	<u>Costs</u>
	1-50	\$500	201-250	\$2,000
	51-100	\$750	251-300	\$2,500
	101-150	\$1,000	301-350	\$3,000
	151-200	\$1,500	351-400	\$3,500

*All costs are subjected to Hawaii State Taxes.

*Larger group and Holiday event rates available upon request

*Overtime is subject to additional fees and requires approval by Kona Historical Society

**Amenities for
an Extra Fee:**

The H.N. Greenwell Store Museum, \$150/hour
Portuguese Stone Oven Bread Baking, \$250/hour

Liability: General liability coverage up to \$1 million is required

KONA HISTORICAL SOCIETY

KONA HISTORICAL SOCIETY FUNCTION SPACE (KHSFS) TERMS OF USE & AGREEMENTS & GUIDELINES

The Kona Historical Society reserves the right to deny services to any individual, agents and/or organizations. It is the responsibility of each of us to help uphold the integrity of one of Hawaii's historically noted landmarks. The grounds of KHS are used for functions by request, and tours of the Museum, Archive, and Native Forest are an added feature on request.

- Application:** A Rental Contract applying for a function held on the Kona Historical Society Function Space must be submitted to the KHS administration office.
- Multi-Day Rentals:** Fees for multiple-day rentals are determined by the KHS administration office as use of the grounds is requested, taking into account the pro-rated fees per rate schedule, use of the grounds, and accessibility of the grounds.
- Review Dates:** 60-Day Review/ Security Deposit 30-Day Review/ Final Payment
- Security Deposit:** A \$500 deposit is required sixty (60) days prior to the date of the event. Following the event, fee will be assessed by the Executive Director, at their discretion, should the grounds be found in an unsatisfactory condition.
- Final Payment:** Final Payment in full is required (30) days prior to the date of the event.
- Insurance/Liability:** The User must furnish proof of insurance naming the KHS as additionally insured. A copy of the original must be mailed or emailed to the KHS administration office (30) days prior to function date.
- Cancellations:** Appropriate notice of cancellations must be given in writing, no later than thirty (30) days prior to the scheduled function. Failure to cancel within this time period may result in forfeiting the security deposit.
- Inclement Weather:** KHS cannot be held responsible for inclement weather. All precautions should be taken by the User. Refunds for inclement weather will be considered on an individual basis.
- Overtime Fee:** Functions may continue past the 10:00 p.m. cut-off with permission of the Executive Director; however, a \$500 overtime charges will be assessed, and function must end no later than 11:00 p.m. Facilities are required to be vacated on a timely basis, in a clean and orderly condition. Lights and electrical appliances should be turned off at the conclusion of each event/program.
- Facility:** The grounds of KHS are rented only for the specific event requested; H.N. Greenwell Store Museum, H.N. Greenwell Library & Archive, and the Kalukalu Native Forest Exhibit are added preferred amenities. The museum and archive will close no later than 7:00 p.m., and the forest no later than 5:00 p.m.
- Vendor List:** A list of vendors the applicant is using per function, along with the signed contract, must be submitted to the KHS administration office 30-days prior to the event.
- Entertainment:** Loud amplified music is prohibited. Music and entertainment should be appropriate to the historical setting and the fact that KHS is an important cultural institution within the community. A noise abatement law prohibits the infringement on others' rights. KHS does not provide sound equipment.
- Set-Up:** All arrangements for your event, including, but not limited to, set-up, catering, decorations (if any), flowers, and entertainment are the sole responsibility of the organizer. *KHS does not provide tables or chairs.*

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- Breakdown:** Breakdown is required to be completed by 11:00 p.m. on the day of the function. A minimum fee of 15% of Use Fee will be assessed to the Event Vendor for "Late or Delayed", "Striking", or breakdown of event accommodations beyond the allotted time, *including tenting, tables and chairs, decorations and trash removal, catering equipment and all other necessary items pertaining to the event's success.*
- Trash Removal:** The arrangement for trash removal is at the cost of applicant. Trash removal is required no later than 9:00 a.m. of the next business day.
- Liquor:** A permit from the Liquor Commission must be obtained by the User if liquor is to be sold on the premises. This applies if liquor will be purchased for cash, through the sale of drink tickets, or if the price of liquor is included in the attendance fee.
- Food/Catering:** User(s) are responsible for all arrangements, i.e., set-up, catering, and clean-up after the function. KHS does not provide any equipment for catering.
- Photography:** Photos may be taken at the KHSFS. Personal photos on the grounds are allowed. Professional photography of any kind requires a separate vendor contract to be submitted (30) days prior to the date of the event.
- Fires:** No fires of any kind are allowed on the grounds. This includes torches, grills, hibachi, etc. State fire codes are applicable.
- Canopies/Tents:** A permit from the Hawaii Fire Department must be obtained by the user if canopies/tents are to be used on the premises. The allowance of prior set-up and breakdown post-function is permissible only with KHS approval.
- Security:** Cost to be incurred by User(s). Should a concern arise regarding the safety of the function guests and the grounds, staff and/or KHS, a request may be made to obtain the needed security.
- Restroom:** There is no public restroom available on the grounds. Restroom requirements will be at the User's cost to obtain a portable restroom. A placement area will be designated by KHSFS and immediate removal upon the closing of the function, or the next business day, is required.
- Parking:** Parking is available in designated parking areas.
- Smoking:** Smoking is prohibited in all buildings and on the site.

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KONA HISTORICAL SOCIETY FUNCTION SPACE (KHSFS) Rental Contract

Contact: _____ Telephone: _____ Email: _____

Address: _____

Booking Date: _____

Group Name (if applicable): _____

Day/Date of Function: _____

Type of Function: _____

Duration of Function: _____

Pax Count: _____

Prep Time: _____

Fee Quote: _____

SPECIAL REQUIREMENTS:

____ Liquor Permit ____ Fire Permit ____ Food Permit ____ Vendor Contracts

SPECIAL AGREEMENTS:

____ Restroom Facilities ____ Bread Oven ____ Museum ____ Archive ____ Native Forest
____ Photography

REVIEW DATES

60-Day Review/Booking Date: _____

Fee Paid: \$ _____

30-Day Review Date/Final Payment: _____

Fee Paid: \$ _____

Notice: The signed, original copy of this contract must be received in our office no later than thirty (30) days from the date of booking. If the contract is not returned by this date, this space will be held on a first-come option basis, this booking will be considered void, and space outlined above will be released for re-booking. Signing this agreement indicates the acceptance of all information, terms, and conditions outlined above.

Agreed By: _____

Accepted By: _____

Title

Date

Title

Date

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SPECIAL REQUIREMENTS/AGREEMENTS TERMS & DESCRIPTION:
