

# **KA HALE OLINDA WEDDINGS & RECEPTIONS**

## **Rental Policies**

### **Attendance Maximum**

Events are limited to 125 persons.

### **Payment**

A 50 % non-refundable deposit by cash or check is due at the time of contract signing. The balance is due 45 days prior to the event. Pre-day setup rental must be paid in full when the reservation is booked. Dates booked within 30 days of the event must pay in full. 4.166% tax will be added to all fees.

No wedding reservation will be held without the deposit and a signed contract. No refund will be provided for events cancelled less than 30 days prior to the reserved date.

### **Security Deposit**

A refundable security deposit is due 30 days prior to event. A 3 hour event fee is \$450; 6 and 12 hour event fees are \$700. The Security Deposit will be refunded within 5 working days following the post-event inspection.

### **Space and Equipment**

The home is available for use by the wedding party and caterers only. The rental will include the use of the home including 3 dressing rooms as well as use of the porch, deck, lawn and carport. The kitchen may be used by the catering staff. No persons will be allowed to use kitchen supplies belonging to Ka Hale Olinda. Unauthorized use of our equipment may result in forfeiture of security deposit.

### **Pre-Event Day Setup**

A pre-event setup day may be arranged between 10:00 a.m. and 3:00 p.m. for \$500.

### **Rehearsal**

A 1 hour rehearsal time will be provided at no cost 1-2 days prior to the wedding and must be concluded by 6:00 p.m.

### **Port-a-Potties**

Events with over 30 guests must rent port-a-potties. 1 – 50 guests 1 unit is required. 51 – 125 guests 2 units are required.

### **Caterers and Vendors**

The kitchen is available for caterers' use only. Caterers and vendors are subject to Ka Hale Olinda approval. Caterers and vendors must provide a Certificate of Liability with Ka Hale Olinda as additional insured. No persons will be allowed to use kitchen supplies belonging to Ka Hale Olinda.

### **Alcohol**

Beer and wine may be served. Alcohol use is only allowed in designated areas. Patrons are not allowed to arrive or leave with alcoholic beverages on their person. Failure to abide by the rules will result in termination of the event without refund.

### **Smoking**

Smoking is not permitted anywhere inside the facility. Outside, please dispose of butts in designated containers. Disposal of butts in gardens or planters is not permitted.

### **Parking**

Carpooling is encouraged. Parking is allowed in designated areas only. No parking is allowed on the lawn or in access lanes to the pasture gates and cottage. Parking attendants are required for guests of 30 or more. A fee of \$100.00 will be charged for parking attendants.

### **Decorations and Signage**

The use of staples, nails, screws or tape on property belonging to Ka Hale Olinda must be approved by the onsite manager and properly removed after the event. No wall decorations of any kind are permitted inside the home.

### **Clean up/Breakdown**

Parties are responsible for clean up and trash removal, including décor and flower petals, immediately after the event. Cleanup must be complete no later than 11pm. Tents, port-a-potties and heavy rental equipment must be picked up no later than 10:00 a.m. the next day.

### **Children**

Children MUST be supervised by adult members of the renting party at all times. If children are not supervised properly, the renting party and their guests will be required to leave. Ka Hale Olinda is not responsible for damages or injuries related to children's activities on the Ka Hale Olinda property.

### **Professional Event Planner**

A professional wedding coordinator or an event planner must be present throughout entire event. Planner must carry liability insurance. Planner must provide a timeline of events for Ka Hale Olinda and other vendors. Planner must facilitate the event and execute the timeline for the day, working with vendors and guiding the bridal party through the ceremony and reception.

### **Music and Curfews**

Music curfew is at 10:00 p.m. sharp. No dancing inside. No high heels or spiked shoes inside. Guests must also leave by 10 p.m.

### **Pets**

With the exception of guide dogs, no pets are permitted inside or on the grounds of the facility.

### **Excused Nonperformance**

If for any reason beyond Ka Hale Olinda's control, Ka Hale Olinda is unable to perform its obligations under this contract, such nonperformance is excused and Ka Hale Olinda may terminate this contract without liability of any nature. In the event of such termination, any deposits that you have paid will be refunded in full.

To the extent permitted by law, the facility users shall protect, save and indemnify Ka Hale Olinda, its employees and contract laborers from and against any and all claims for death or injuries to persons or for loss of or damage to property arising out of or in connection with the use or occupancy of Ka Hale Olinda by the facility users.

Ka Hale Olinda reserves the right to require the client or any of the client's guests to leave the premise if they disregard any of the provisions of the contract or if they are damaging the Ka Hale Olinda property. In the case of such event termination, there will be no refund of expenses paid.

**Failure to comply with any of these policies may result in loss of partial or full security deposit.**

The client shall be responsible for all intentional or reckless damages caused by any member of the party attending the event.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_