



KAUAI PHILIPPINE CULTURAL CENTER  
4475F Nuhou St., P.O Box 1961, Lihue, HI 96766  
Phone: 808 431-4120 Email: [kpcc2020@gmail.com](mailto:kpcc2020@gmail.com)

## RENTAL POLICIES AND PROCEDURES

### GENERAL INFORMATION

Kauai Philippine Cultural Center (KPCC) was built for the people of Kauai, a project supported by the community including the County of Kauai and the State of Hawaii. Gatherings like meetings, banquets or any functions must adhere to all rules and regulations, fire and safety rules, liquor consumption regulations, health and safety regulations and smoke free ordinances. We, the management and the KPCC Board of Directors, reserve the right to refuse service if any of these rules are violated and which may result in forfeiture of any deposits.

### **GUIDELINES: Please initial to indicate that you have read and understood**

- **FEES**

Rental fees are subject to change. A deposit is required with the reservation form to reserve the facilities and lock the rental fees. This deposit may be refunded within fifteen (15) days either in full or part, minus any expenses for damages and the reasonable cost of any violation, losses, extra cleaning expenses, extra rental time, moving and rearranging furniture, unapproved building, driving and parking usage or extraordinary maintenance or repairs. Any charges that exceed deposit will be billed to the Client.

**50% of payment is due ninety (90) days prior to the event. 100% of the rental fees must be paid 30 days prior to event. 100% of the rental fees must be paid if the event date is less than 30 days from the signing of this agreement.** Payment may be paid by check, cashier's check or postal money order. There will be a charge of \$30.00 for each returned check.

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- **STAFF**

Event manager/staff is required. Security guard requirement will be determined by the event Manager/Staff. This additional cost will be passed on to the Client. There will be no unsupervised activity. Staff personnel is responsible for upholding the Kauai Philippine Cultural Center rental policies and procedures. They are authorized to intervene in the event our policies and procedures have been violated i.e., underage drinking, drinking in prohibited areas, not adhering to rules regarding fire safety, health, and safety rules.

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- **CANCELLATION**

Notice of cancellation must be done in writing at least thirty(30) days prior to the event. Failure to cancel prior to the thirty (30) days allotted may forfeit your deposit. The Client is allowed to postpone one (1) time each year providing another date is available. If Management must cancel this agreement prior to the date of the event, all rental fees, and deposits already paid will be refunded.

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- **ALCOHOLIC BEVERAGES**

If alcohol is served at the event, “Host Liquor” insurance must be obtained 14 days before the event with a minimum of \$1,000,000 with Kauai Philippine Cultural Center as “Additional Insured.” It is the responsibility of the Client to obey all applicable laws, including but not limited to the prohibition of sales or serving to minors and intoxicated persons. All Hawaii Alcoholic Beverage Commission laws must be followed while on the premises. Servers must be of age as called for by the Hawaii State law. Any person under the age of 21 will not be served alcohol under any circumstances including obtaining a drink on behalf of an older person(s). Valid identification is required for all guests of questionable age. Glass bottles of alcoholic beverages (to include soft drinks in glass bottles) are not allowed on the premises unless Management approval is received prior to the event and stated on the contract. All service staff is required by law to refuse service to any guest who appears intoxicated. Client acknowledges that KPCC and its Management are not liable for persons consuming alcoholic beverages. Consumption of all alcohol beverages are limited to inside the building, no liquor consumption outside of building. Dispensing of all alcohol must cease 30 minutes prior to the end of event.

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- **HALL SET UP**

Entry to the property will be based on the approved reservations. Management reserves the right to make adjustments and changes in any set up arrangement for safety, which could result in a reasonable extra cost requirement. The Client may not physically alter the existing space. Furniture, equipment, and other assets are not to be removed from its original setting in the banquet hall without written permission from KPCC. If allowed however, Client must put everything back in its original state after the event. All tables to be used must be covered. Client shall be responsible for replacing and/or repairing damages at an estimated cost. Personal property and/or vendor’s property must be removed from the premises at the end of the event unless Management written approval is received prior to the event.

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- **ENTERTAINMENT**

All entertainment, or any form of production, including but not limited to sound, lighting, staging and crew must be approved in advance by Management. Bands, DJs must stop playing by scheduled end time and cleaning of the facility will commence unless KPCC was paid to provide cleaning services. Equipment, furniture, and other devices brought in by the guest or another vendor must have Management approval prior to an event and must be stated on the contract. All persons must vacate the property by the scheduled end time.

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- **DECORATIONS**

Management must approve any special decoration needs. No helium filled balloons, confetti, glitter, birdseed, or sparklers may be used. No tapes, tacks, staples, or nails is permitted on walls, floors, or furniture. No paint may be applied. All decorations must be taken down after the event. If hiring KPCC’s cleaning services, you are required to clear table tops of all personal party items.

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- **OUTSIDE SETUP**

All tenting must comply with Management standards and must be approved in advance. Client is responsible for acquiring your own tents, tables, and chairs for any outside set up. After the event,

you must break down and remove all of the equipment and clean up the surrounding areas. If you are heating or cooking food, you must provide covering for the paved/ground areas to prevent oil spillage. NO cooking permitted under the tent. You must remove your cooking oil and dispose of it properly. There will be NO dumping of such item in the property, or you will forfeit your deposit and pay any disposal fee and environmental fines. Initial \_\_\_\_\_

- **CHILDREN**

The safety of minor children and/or any other individual is the sole responsibility of the Client. The Kauai Philippine Cultural Center will not be responsible or liable for any injuries before, during and after the event. Initial \_\_\_\_\_

- **SMOKING**

Smoking (to include electronic cigarettes) is not allowed inside the building. Smoking is only allowed in designated areas outside the building. Initial \_\_\_\_\_

- **CONDUCT**

The Client is responsible for the conduct and behavior of their guests using the facility. Management reserves the right to limit the number of people entering the building for safety reasons and crowd and parking control. All hallways, entry ways and aisles, driveways and parking area are to be clear of obstacles. Management and its designees shall have the right to enter the Facility at any time during its use by Client. Client is responsible for informing and ensuring all vendors, guests, musicians, event staff, and all others comply with the facility rules. Client and all guests or other persons under the Client’s control, shall not engage in any criminal activity, including drug-related criminal activity, in facility or near the facility. Initial \_\_\_\_\_

- **PAYMENT SUMMARY**

Security Deposit	\$ _____
Rental Fee	\$ _____
Additional Fees & Services	\$ _____
Subtotal	\$ _____
Tax (4.712%)	\$ _____
<b>TOTAL DUE</b>	<b>\$ _____</b>

**Payment Breakdown**

Security Deposit	\$ _____	Payment Date _____
First Payment – 50%	\$ _____	Payment Date _____
Final Payment	\$ _____	Payment Date _____

- **RELEASE FROM LIABILITY:**

The organization (s) or individual(s) making this request is granted only on the condition that the Kauai Philippine Cultural Center 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 functions which is the subject of this contract. Accordingly, in consideration for granting this request, such organization(s) or individual(s) agrees to indemnify the Kauai Philippine Cultural Center from and against any and

all claims, demands, causes of actions, suits or judgment (including cost and expenses incurred in connection therewith) for death and/or injuries to person(s), acts of God, loss or damage to property arising out, or in connection with, the use of facilities of the Kauai Philippine Cultural Center, requested herein, by the agents, servant, employees, or invitees of the organizations(s) or individual(s) making this request. Initial \_\_\_\_\_

*The undersigned has read and agrees to the rental policies and procedures and understand that the undersigned is responsible for the adherence to the policies and procedures by all third parties and guests.*

**Event Date:** \_\_\_\_\_

**Print Name of Organization** (if applicable) \_\_\_\_\_

**Authorized Signers:**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact:** Cell and/or work phone: \_\_\_\_\_ email: \_\_\_\_\_

**APPROVAL BY KAUAI PHILIPPINE CULTURAL CENTER:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Email: kpcc2020@gmail.com

## FEES AND CHARGES

**Please select and initial items that are applicable:**

	<u>Cost</u>	<u>Initial</u>
Banquet Hall Rental	\$1,000.00	_____
Table Rental (indicate amount needed)	\$10.00/each # _____	_____
Chair Rental (indicate amount needed)		
Red chairs	\$1.00/each # _____	_____
Brown metal chairs	\$.50/each # _____	_____
Set up and clean up*	\$750.00	_____
Trash Disposal	\$180.00	_____
Security Guard (each) **	\$175.00	_____
Event Manager/Staff (required)	\$180.00	_____
Additional time to set up/beyond 4hrs***	\$ 60.00/hour	_____
Business Meetings/Sales Presentations	\$100.00/hour	
	# of hours _____	_____
Non-profit meeting (ie Social, Civic, 501 C3)	\$50.00/hour	
	# of hours _____	_____
Minimum \$100.00 Fee may be waived for partners or sponsored organization.		
Use of outdoor space for Events	\$500.00	_____
Any additional tables & chairs needed will be charged and collected		
at the conclusion of event _____		

*\*Cleaning does not include removal of decorations including tabletops. If you are doing your own set-up & clean-up please refer to Set-Up & Clean-Up guidelines provided. Also posted in broom/mop closet.*

*\*\*Security guard required for all evening events, alcoholic beverages are served or sold, amplified music, concerts, and/or fundraisers. The number of security guard(s) will be determined by the event coordinator*

*\*\*\*Additional time to set-up (subject to availability)*

## ADDITIONAL FEES AND SERVICES

**Event End Time:** The following late charges will apply for each hour after designated end time. A fraction of an hour will be charge on a prorated basis at 15 minutes increment.

- \$100.00 for wait time for the cleaning crew.
- \$35.00 for each security personnel
- \$40.00 for each event staff and/or site manager

### Trash Requirements:

Option 1: Haul your own trash. Remove all trash including all decorations and visible trash including the outside of the building. Provide your own trash liners(34 gals or larger)  
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Option 2: KPCC event staff to do your trash service to include monitoring trash receptacles, replace trash liners and dispose of all trash and disinfect trash bins. This does not include clearing of tabletops and removal of decorations.  
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## KPCC AND CLIENT SET UP AND CLEANUP GUIDELINES

Set up and cleanup guidelines consist of the following:

- Disinfect all furniture surfaces.
- Setting up tables and chairs.
  - Chairs and tables arrangement for fire code compliance: Edge of table minimum 5 feet from the wall
  - No chairs against the wall (not only for fire code but to prevent wall damage)
- Prepare trash and recycle receptacles.
- Chairs and tables are cleaned and stored away.
- Floors are swept and mopped.
- Bathrooms and the kitchen are cleaned and sanitized.
- Kitchen – Strainers in the sinks must be always used. Do not pour any type of grease or oil down the sink drains. Properly dispose of grease or oil off site.

Renter is required to remove own decorations and clearing of tabletops. KPCC cleaning does not include the removal of decorations and clearing tabletops. An inventory and assessment of any damages to contents and building structure will be reported and the renter will be contacted within three (3) days business days.

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