

PANILO HERITAGE CENTER AT PUKALANI STABLES

Home of Paniolo Preservation Society

HOUSE RULES and CONDITIONS of USE

Renter agrees to abide by all Conditions of Use and preserve the historic value of Paniolo Heritage Center (PHC) at Pukalani Stables. This unique complex is more than 100 years old and should be treated with pride and respect by all guests.

Rental hours: Paniolo Heritage Center is available for rent from 9 a.m. to 10 p.m. All events must be terminated by 10 p.m. with guests departing by 10:30 p.m. Load out and clean-up crews must depart by midnight observing the county sound and good neighbor ordinances. No exceptions.

Cancellation: Notice to cancel is due no later than 60 days prior to the event to receive a 100% refund. Cancellations made between 31 days and 59 days prior will receive a 50% refund. Cancellations made 30 days or less prior to the event will not receive a refund.

Set-up/ Clean up: all set-up and clean-up is the responsibility of the named renter. The Paniolo Heritage Center at Pukalani Stables is a historic site, and renters must leave it in a clean and orderly condition, doing no damage to the property. Arrangements can be made for pre-event setup. The rental manager will try to meet your needs. At the end of the event all floors should be left clean and trash bagged and hauled off the property. Dumping oil or any trash items is not permitted on property.

Group size: Paniolo Heritage Center can accommodate up to a maximum of 200 guests in the enclosed all-purpose room (Hale 'Aina) and up to 400 guests if the event locale includes the front courtyard. **Renter is responsible for providing the necessary tables and chairs.**

No smoking: Paniolo Heritage Center (hereinafter PHC) is a non-smoking facility. No smoking please!

Prep room: PHC does not provide a certified kitchen but does have a room with a counter and sink. An instant hot water system is available, but renter must supply the propane (cylinder and connections).

Noise: Loud music is not allowed at PHC. All music and sounds systems must be at a respectable volume and terminate by 10 p.m. per the Hawai'i County "Good Neighbor" ordinance. All guests must depart no later than 10:30 p.m. There is a residential neighborhood nearby. Please respect their peace.

Alterations: No tables, chairs or other equipment may be removed from the facility without the prior approval of Paniolo Preservation Society. All tables must be cleaned and returned to their original positions after the event. NO nails, tacks or tape are allowed on the walls of this unique, 100-year-old, historical building. You may use string to hang decorations from the beams in the event room, but please remember that the second "P" in PPS stands for Preservation. Please respect our historic venue and help preserve it for future generations.

Illegal activities: No illegal drugs are allowed on the premises. If drugs are detected it will mean an immediate termination of the event and the police will be called. Renters shall abide by all laws of the County and State of Hawai'i.

Alcohol: All renters are required to follow all liquor laws of the County of Hawai'i.

Renters must obtain all necessary permits if alcoholic beverages are included in event ticket sale or sold at named renter's event. If liquor is provided through ticket sale and/or sold at named renter's event, the named renter must obtain a license from the county board of liquor control. The license must show written proof of said licensing to PPS as a part of this rental agreement. County of Hawai'i liquor laws must be adhered to if liquor is consumed at any event.

Tents: No tent shall be erected without prior approval of PPS. Renter shall be responsible for any damage caused by tent installation or removal.

Restrooms: Restroom facilities at PHC are limited. Sink water and flushing of toilets as well as toilet paper should be used only as necessary. The disposal of paper towel/s must be only in trash receptacles. Renters expecting more than 200 guests will be asked to provide portable toilets at their expense.

Damage: All damage to structures, facilities or grounds at PHC must be immediately reported to PPS management. All repairs and replacements due to damage are the responsibility of the renter. *Attorney fees:* In the event that legal action is required to recover said damages, renter agrees to pay all attorney fees and costs incurred to PPS for recovery of same.

Important notice: The security deposit ensures that the facility and furnishings are left in good condition and that the cleaning is done properly. Non-compliance will result in the loss of part or all the deposit. Failure to return keys to PPS will result in loss of the deposit. If the cost to clean or repair the PHC exceeds the deposit, renter agrees to pay such additional amounts.

Loading and unloading: Trucks and cars are not allowed on the courtyard grounds of PHC. Bringing vehicles into the courtyard damages the lawn and will result in forfeiture of security deposit and any additional costs of repair. A truck may be backed up to the gate for unloading but not in the courtyard.

Transportation and parking: Parking is allowed only in the designated areas directly across from PHC and along the fence line in front of PHC. PHC can accommodate motor coaches and minibuses in the designated parking area. Buses are not allowed to “stand waiting” and must park in the designated area.

Please note that the Holoholokū housing development which abuts PHC on the Kona side is private property and parking there is strictly forbidden and is monitored. Vehicles parked inside Holoholokū housing development will be towed at the owner’s expense. The access road for Holoholokū runs in front of PHC and must always be kept clear for neighborhood traffic.

Trash and clean up: Renter shall ensure that all areas, including the parking area, are left clean and in the condition, they were prior to the event. All trash shall be bagged and removed from the property and all floors swept. Any spills must be mopped and cleaned. A post-event inspection will be conducted to determine if any portion of the security deposit should not be returned.

Emergencies: All emergency situations should be reported immediately to the appropriate authorities (call 911), and then to PPS management at (808) 960-6806.

The undersigned acknowledges receipt of the Paniolo Heritage Center rental agreement and conditions of use, and agrees to be responsible for ensuring compliance, including monitoring and enforcement, before, during and after the events. Undersigned and guests agree to abide by all the rules, conditions and fees outlined in this document.

The undersigned agrees to pay in full all repairs due to damage to facilities, or replacement due to breakage resulting from event rental.

Signed by:

_____ Date: _____

For _____

Organization (if applicable)

Signed by:

_____ Date: _____

Authorized signer, Paniolo Preservation Society

For site inspections or questions, call 808-854-1541 or email paniolo@paniolopreservation.org