

**HERITAGE HALL RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE!**  
**POLITICAL ACTIVITIES ARE PROHIBITED AT HERITAGE HALL!**

**HERITAGE HALL, INC.**  
**401 Baldwin Avenue, Suite 201**  
**Paia, Hawaii 96779**  
Phone: (808) 243-0065      Email: [hheritagehall@hawaii.rr.com](mailto:hheritagehall@hawaii.rr.com)

**POLICY FOR THE USE OF HERITAGE HALL, INC. FACILITIES**

The meeting facilities of Heritage Hall consist of the Social Hall. The Social Hall which can also be divided into smaller Conference Rooms (#1 and #2). Conference Rooms #1 and #2 can be rented separately. Suite 101, a small carpeted conference room. A certified commercial kitchen is also available for rent. **The kitchen is not included in the hall rental and must be rented separately.**

The meeting facilities and kitchen are available on a first-come, first-serve basis to all individuals and organizations except political organizations.

All Rentals require a completed signed policy form and a **\$350.00** cleaning deposit fee (must be a separate check, this will be returned after the event if the facility is left clean and undamaged).

Please make **two** separate checks or money orders—one for the facility rental and the other for the cleaning fee—both payable to **Heritage Hall, Inc.**

**Effective March 1, 2026, Heritage Hall:**

**General Public/ Nonprofit Organizations Rate** (Tables and chairs are included in the room rental fee.)

Social Hall (Whole Hall, Capacity 116 persons, Air conditioning and Ceiling Fans)

**\$130.00** for a 5 hour block, with each additional hour at **\$26.00.**

Conference Room #1 and 2 (Half Hall, Capacity 58 persons, Air conditioning and Ceiling Fans)

**\$65.00** for a 5 hour block, with each additional hour at **\$13.00.**

Suite 101 (Carpeted Air conditioned room on the quieter side of the building)

**\$65.00** for a 5 hour block, with each additional hour at **\$13.00.**

**Business Rate** (Tables and chairs are included in the room rental fee.)

Social Hall (Whole Hall, Capacity 116 persons, Air conditioning and Ceiling Fans)

**\$140.00** for a 5 hour block, with each additional hour at **\$28.00.**

Conference Room #1 and 2 (Half Hall, Capacity 58 persons, Air conditioning and Ceiling Fans)

**\$65.00** for a 5 hour block, with each additional hour at **\$14.00.**

Suite 101 (Carpeted Air conditioned room on the quieter side of the building)

**\$65.00** for a 5 hour block, with each additional hour at **\$14.00.**

**Certified Commercial Kitchen** available for all food businesses, individuals and community fundraisers.

**\$32.00** an hour

**Setting up and cleaning of the space rented must be done within the time period rented.**

All events must end and users must leave the property by 12 midnight. Cleaning deposit will be refunded when the facilities rented are returned in good condition.

**Heritage Hall will not confirm any reservation until payment of the cleaning deposit is received.**

Persons or organizations wanting to make a reservation must submit payment of the cleaning deposit within seven days of submitting their reservation request. When payment is received, Heritage Hall will confirm the reservation.

**Heritage Hall cancellation policy.**

If a cancellation is needed we request 3 days prior to the scheduled date; rental fee and cleaning deposit fee will be refunded. Failure to notify Heritage Hall of the need to cancel the reservation, the rental fee will be kept and cleaning deposit will be returned and possibly being denied future use of the facility.

**RULES FOR USE**

1. All information for the use of the hall will be emailed out to the rental user the week of the event. This information will include the instruction to get the keys and cleaning instructions.
2. Individuals and organizations using the meeting rooms shall be responsible for leaving the premises clean. Users may use Heritage Hall's dumpster for their trash. **If additional cleaning is needed, the User will forfeit the cleaning deposit and may be charged for additional cleaning services.**
3. Users shall also be responsible for any damage to the meeting rooms and contents (furniture and equipment) or loss of property from the premises. Damage or loss shall be reported promptly and users shall reimburse Heritage Hall for the cost of repair and/or replacement of same.
4. Users shall not mark or in any way deface or damage the exterior or interior walls, room divider, floors or ceilings. **Do not staple anything to the walls, counters or parts of the hall or conference rooms.**
5. Heritage Hall personnel are not responsible for setting up or cleaning the meetings rooms. This is the User's responsibility.
6. Use of Heritage Hall's conference rooms and kitchen is restricted to the specific room(s) reserved. **Do not use a room or the kitchen if you did not reserve it. Your cleaning deposit may be withheld if you do.**
7. Individuals and organizations using the meeting rooms and kitchen shall be responsible for locking all entrance doors and adjoining restrooms and for turning off all lights when they leave. The padlock on the entry gate must be locked by the last user on the property at night.
9. Users are asked to respect the rights of others by keeping noise levels down as partitions between conference rooms and the kitchen may not completely contain noise.
10. The consumption of alcoholic beverages is limited to the social hall and adjacent courtyard. Alcoholic beverages may not be consumed in the parking lot.
11. Pets and other animals, including guide and service dogs, **must** be restrained at all times while on Heritage Hall property. Pet owners are responsible for **cleaning up** after their pets.
12. Failure to comply with these written rules shall disqualify the User from further and future use of the Conference Rooms and kitchen.

**ANY AND ALL EXCEPTIONS TO THESE WRITTEN RULES REQUIRE EXTENUATING CIRCUMSTANCES AND MUST BE APPROVED BY HERITAGE HALL IN WRITING IN ADVANCE OF THE PROPOSED USE.**

## HERITAGE HALL FACILITY USE AGREEMENT

I \_\_\_\_\_ (**print name**) certify that I have received, read, and understand the contents of the “Policy for the Use of Heritage Hall” and will abide by the rules specified therein.

---

**Signature** **Date**

Please provide the following information

Name of Facility User: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Print name of contact person** making the reservations: \_\_\_\_\_

Organization or Business represented (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

List the following: Day, Date, Time (**reserve enough time for both setting up and cleaning after the event**), number of people, preferred room and purpose.

---

Day	Date	Time of Use (from set up to clean up)	Number of people	Room(s)Preferred	Purpose
-----	------	---------------------------------------	------------------	------------------	---------

Example: Sat., July 11, 2026 5:00pm - 12 midnight --100 people—Hall--wedding reception (7 hours)

Example: Mon., August 3, 2026 7:00am-12 noon -- 4 people—Kitchen--soup for fundraiser (5hours)

**Payment of the cleaning fee of \$350 is due ten days after making the reservation.**

Payment for use of Heritage Hall shall be made when, or prior to, the keys being picked up.

**Cancellations must be made 3 days prior to use in order to have fees refunded.**

**Heritage Hall reserves the right to refuse service to anyone.**