

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

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

The meeting facilities at Heritage Hall consist of the Hall which is comprised of Conference Room #1 and Conference Room #2. Conference Room #1 has a stage while Conference Room #2 has a wall monitor for workshops and seminars. The Conference Rooms can be rented separately. Together they form the Hall. Maximum capacity for the Hall is 116 persons---or 58 persons per Conference Room. The Hall has ceiling fans as well as air-conditioning. Suite 101 is located on the ground floor of the Damien J. Farias Center (two story building). Suite 101 is a carpeted, air-conditioned conference room with a 15-20 person capacity.

Heritage Hall has a commercial, certified kitchen available for rent on a first-come, first served basis. The kitchen is not part of the hall and must be rented separately. The User Fee for the kitchen is **\$22 per hour**, plus a cleaning deposit of \$350 which will be returned when the kitchen has been cleaned after use.

The **meeting facilities rent in 5 hour time blocks** and are available on a first-come, first-serve basis to all individuals and organizations except political organizations.

Examples of five hour time blocks: 7:00 am – 12 noon
 2:00 pm – 7:00 pm
 10:00 am – 3:00 pm

Setting up and cleaning must be done within the time frame reserved.

If additional time is needed, another five hour time block must be reserved.

A. Effective January 1, 2022, for nonprofit organizations, families and community groups, the User Fee for Suite 101, Conference Room #1 and Conference Room #2 is **\$45** each per five hour session. The User fee for the entire Hall is **\$90** per five hour session. Every User must post a **\$350** cleaning deposit which will be refunded when the rooms are returned in good condition.

B. Effective January 1, 2022, for businesses conducting commercial affairs at Heritage Hall, the User Fee for Suite 101, Conference Room #1 and Conference #2 is **\$60** each per five hour session, plus a **\$350** cleaning deposit which will be refunded when the rooms are returned in good condition. If the entire Hall is rented, the fee is **\$120** per five hour session, plus the cleaning deposit of **\$350**. Additionally, businesses are required to furnish proof of liability insurance.

MAKE CHECKS PAYABLE TO HERITAGE HALL, INC.

Reservations for the Hall, Conference Rooms and Suite 101 are tentatively approved when a user calls. The fee for use must be paid within **72 hours** of making the reservation. Once payment is received, the reservation can be confirmed.

The cleaning deposit must of \$350 be paid at the same time as the user fee. The cleaning deposit is refunded the day after use provided the rooms are left in a reasonably clean condition.

Please notify Heritage Hall as soon as possible if a reservation needs to be cancelled. Failure to do so may result in being denied a refund or future use of the facility.

Please pay by check or money order. Make two separate checks—one for the facility User Fee (or kitchen fee) and another for the cleaning deposit. **Make checks or money orders payable to Heritage Hall, Inc.**

All events must end by **12 midnight** and users must leave the property not later than 2:00 A.M.

RULES FOR USE

1. Users shall pick up keys for the Hall, conference rooms and kitchen at the Heritage Hall office between the hours of 9:30 A.M. and 4:30 P.M. Mondays through Fridays. Keys may be returned to the Heritage Hall office the following day if the use is during the week or the following Monday if used on a weekend. Or, keys may be left in the lock box located on the bottom bar of the green fence closest to the gate post near the social hall.
2. Individuals and organizations using the meeting rooms shall be responsible for leaving the premises clean unless arrangements are made in advance for Heritage Hall's janitorial service to do the cleaning. The Janitor's closet in the hall contains brooms and cleaning supplies. Mops are located near the stone oven outside the hall. **If additional cleaning is needed, the User will forfeit the cleaning deposit and may be charged for additional cleaning services.**
3. Users shall be responsible for reporting any damage to the meeting rooms and contents (furniture and equipment). If the damage is caused by the user, the user shall reimburse Heritage Hall for the cost of repair or replacement.
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 room.**
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. Users of the kitchen shall be responsible for furnishing their own supplies, small appliances and paper goods. Only someone with experience in using the 60 quart mixer can operate it.
8. 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 should be locked when the last user leaves. [Four stalls at the back of the parking lot are reserved for Maui Sunrider Bike vans. The vans should be the only vehicles in the parking lot when the last user leaves.]
9. **Parents are responsible for their children while at Heritage Hall.**
10. 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.
11. Alcoholic beverages may be served at events at Heritage Hall. However, **alcoholic beverages cannot be sold at Heritage Hall.** The consumption of alcoholic beverages is limited to the social hall and adjacent courtyard. Alcoholic beverages may not be consumed in the parking lot.
12. **Pets** are welcome at Heritage Hall but must be restrained while on Heritage Hall property. Pet owners are responsible for cleaning up after their pets.
13. 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.

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**HERITAGE HALL, INC.
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: _____ Fax Number: _____

Print name of contact person making the reservations: _____

Agency or Group 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

Ex: Sat., July 9, 2022 8:00am- 11:00 pm 50 people—Hall--wedding reception

Ex: Mon., August 8, 2022 7:00am-12 noon 4 people—Kitchen--make soup for fundraiser

Ex: Thurs., Sept. 8, 2022 6:00pm-9:00pm 30 people--Conf. Rm #2--club meeting

Will you need a speaker's microphone? _____ coffee urn? _____

Payment of the User Fee and cleaning deposit of \$350 must be received within 72 hours of making the reservation.

No reservations will be confirmed without payment.

Notify Heritage Hall as soon as possible if a confirmed use needs to be cancelled.

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