

PANILOLO HERITAGE CENTER @PUKALANI STABLES
Paniolo Heritage Center House Rules and Conditions of Use

Renter agrees to abide by all conditions of use and preserve the historic value of Pukalani Stables. The Paniolo Heritage Center at Pukalani Stables is over 100 years old and should be treated with pride and respect by all guests.

1. **No Smoking:** Pukalani Stables is a Non-Smoking facility. No smoking please.
2. **Prep Room:** Pukalani Stables does not have a certified kitchen but does provide a food prep room. Dishwashing is not allowed on the premises.
3. **Noise:** Loud music is not allowed at Pukalani Stables. All music and sound systems must be at a respectable volume and terminate by 10:00pm per County 'Good Neighbor' Ordinance. All guests must depart no later than 10:30pm.
4. **Alterations:** No tables, chairs, or other equipment will be removed from the facility without prior approval of PPS. 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.*
5. **Illegal Activities:** No illegal drugs are to be consumed on the premises. If drugs are detected it will mean an immediate termination of the event and a call to the police. Renters shall abide by all laws and codes of the County and the State of Hawaii.
6. **Catering and Food:** If food is to be catered, or for sale at the event, a temporary food sales permit must be obtained by the Department of Health and turned into PPS no later than two days before the event.
7. **Alcohol Sale or Consumption:** Renters are required to follow all liquor laws of the County of Hawaii and obtain all necessary permits if alcoholic beverages are to be served. If liquor is provided or sold, the renter must obtain a license from the County of Hawaii Board of Liquor Control. Licensee must show written proof of the company or provider's licensing. The area for liquor sales must be kept secure, clean and staffed at all times by a licensed bartender. Alcohol may never be served to persons under the age of 21 years. Liquor must be delivered on the day of the event and not prior. PPS will terminate the event if alcohol is being consumed by minors, or by any person deemed intoxicated. Any alcohol service must end 30 minutes prior to the end of the event.
8. **Tenting:** Tents larger than 700 sq. ft. are permitted only with a County Temporary Structure Permit. No tent shall be erected without approval of PPS management. Renter shall be responsible for any/all damage to property that may be caused by tent installation or removal.
9. **Toilets:** Restroom facilities at Pukalani Stables are very limited. Renters expecting more than 100 guests will be required to provide portable toilets at their own expense.
10. **Damage:** All damage to structures or facilities at Pukalani Stables must be immediately reported to PPS management. All repairs and replacement due to damage is the responsibility of the Renter.
11. **Loading & Unloading:** Trucks and cars are not allowed on the courtyard grounds of Pukalani Stables. Bringing vehicles into the courtyard damages the lawn and is subject to forfeit of Security Deposit and additional fees to repair damage. You may back a truck up to the gate to unload but not into the courtyard.
12. **Transportation & Parking:** Parking is allowed only in the designated areas directly across

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from Pukalani Stables and along the fence line in front of the Stables. Pukalani Stables can accommodate motor coaches and mini-buses in the designated parking area across the street. Buses are not allowed to 'stand waiting' on the street and must park in the designated area. Please note that the Holoholoku Housing Development is private property and parking there is strictly forbidden and monitored. Vehicles parked inside the Holoholoku Housing Development will be towed at the the owner's expense. The 'Private Road' in front of Pukalani Stables must be kept clear for neighborhood traffic at all times.

13. **Trash & Clean Up:** Renter shall insure 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 is refunded.
14. **Time of Event:** All events must end by 10:00pm with all guests departing no later than 10:30pm. Load-out must be complete by midnight observing sound ordinance and 'good neighbor' policy. *No exceptions.*
15. **Setup & Load:** Setup occurs on day of event with load-out after the event concludes.'Next-day' load out is not allowed. All other arrangements are at the discretion of PPS Management and subject to additional fees.
16. **Additional Setup:** Paniolo Preservation Society must be notified in advance of any proposed props, transportation issues, entertainment, themes, tenting, media or lighting structures, etc. Approval of such is at the sole discretion of PPS Management.
17. **Emergencies:** All emergency situation shall be reported immediately, first, to the appropriate civil authorities (i.e. Police, Ambulance, Fire) and then to PPS management.

***Please Note:** Your Security Deposit insures 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 of the deposit. Failure to return keys to PPS will result in loss of deposit. In the event of damages, or if the cost to clean the facilities exceeds the deposit, nothing herein will prevent Paniolo Preservation Society from entitlement to collecting such expenses including legal action together with any attorney fees and costs incurred from the recovery of such damages/cleaning costs.*

Undersigned acknowledges receipt of **Paniolo Heritage Center House Rules and Conditions of Use** and agrees to be responsible for ensuring compliance, including monitoring and enforcement before, during and after the event. Undersigned and guests agree to abide by all rules, conditions and fees outlined in this document.

(Signed) _____ Date: _____
Financially Responsible Party

For: _____
Organization (if applicable)

(Signed) _____ Date: _____
Authorized by Paniolo Preservation Society