

Daughters of Hawai'i

APPLICATION FOR USE OF FACILITIES AT QUEEN EMMA SUMMER PALACE

➤Financially responsible person(s): _____ Email: _____

➤Address: _____ Telephone: _____

➤Current member:

Daughters of Hawai'i _____ Calabash Cousins _____ Corporate Sponsor _____

➤Group Name: _____

➤Type of Function: _____

➤Date of Function: _____ Time & Duration of Function (10:00 pm latest): _____

➤Liquor will be sold or included in the attendance fee: Yes _____ No _____

◆If yes: Liquor License number: _____ Date issued: _____

***A copy of the insurance certificate showing liquor liability coverage naming the Daughters of Hawaii as an additional insured is required.**

➤Estimated number of guests: _____ at estimated rental fee \$_____

➤Will you be using the kitchen as a catering kitchen? Yes _____ No _____

<u>Booking Fee</u>
Date Paid: _____
Receipt no: _____

Rental fee: \$_____

Booking fee: **\$100** (non-refundable fee to reserve facilities)

Security Deposit Due: **\$200**

<u>Rental Fee</u>
Date Paid: _____
Receipt no: _____

***Your security deposit will be refunded if all conditions of this contract, the *Application for Use of Facilities*, as well as the *Release From Liability Form*, and the *Contract Governing the Use of the Facilities* have been met, and a facilities assessment report has been completed by the staff stating that the facilities used have been left in the clean and orderly manner in which it was offered for use. If the full amount of the deposit is not returned, and explanation will be provided. Please acknowledge the following:**

Signature of Responsible Party: _____ Date: _____

<u>Security Deposit</u>
Amount Paid: \$ _____
Date Paid: _____
Receipt no: _____

<u>Security Deposit Refund</u>
Amount Refunded: \$ _____
Date refunded: _____
Receipt no: _____

***Please read and sign the “Contract Governing the Use of the Facilities” as well as the “Release from Liability” (pp. 1-5) forms.**