



## **Hale Ikena Community Activity Center**

1. All events will be responsible for their own set up, break down and cleanup (tables and chairs provided by facility). Cleanup includes removing all trash, vacuum/sweeping, wiping down tables and returning all chairs/tables to storage. Failure to return the room to original condition will result in a \$150 cleaning fee.
2. Hale Ikena reserve the right to reassign banquet rooms based on guaranteed counts and/or event requirements.
3. Any portion event held outside of normal business hours (M-F 0800-1700, holidays excluded) or those that extend beyond normal operating hours will incur a charge of \$75 per hour (this includes carryover due to rehearsals, setup, breakdown and cleanup)
4. Hale Ikena reserve the right to reassign banquet rooms based on guaranteed counts and/or event requirements.
5. The POC will be responsible for any loss or damage of all Government property for the duration of the event
6. All entertainment vendors and decorations must be approved by the facility manager, no less than two weeks prior to the event. Please note that some vendors and decorations may not be permitted. Prohibited items include: confetti, glitter, loose flower petals, and any other scattered décor (sand, soil, rice, tinsel), paint, alcohol (to include use for gifts, favors or centerpieces).
7. Hale Ikena is not responsible for any electrical equipment that is impacted due to the loss of power as a result to vendor or guest equipment.
8. To keep the integrity of our building, we do not allow nailing, tacking or taping of objects on the wall, ceiling, chandeliers or any other facility property
9. Smoke Machines are prohibited (smoke machines trigger the club's fire alarm).
10. Documented service animals permitted
11. Special or discount prices, privileges or services for any group or individual, that would not otherwise be available to all patrons, is not permitted per AR 215-1.

12. All persons entering Fort Shafter must carry Government or State ID at all times, Hale Ikena is not responsible for security/access to the post.

13. Hale Ikena or the Army is not liable for any loss or damage to merchandise, equipment, or article left in the facility prior to, during, or following any event. The host/sponsor will be held responsible for any losses or damage to the building, equipment, house decorations or fixtures belonging to the facility caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor.

14. Tobacco use and smoking, including vapes, are prohibited in government facilities and within 50 feet of entryways.

15. Pacific Palms Catering holds the first right of refusal for any Food and Beverage needs within the facility. All deviations must be notated on the contract and approved in writing.

16. For weekend events catering is required with a minimum of \$1,000 on food and beverage purchase.