

Tech Park Center Rental Agreement

400 Kahelu Avenue Mililani, HI 96789

tpcmililani@gmail.com

www.tpcmililani.com

Hall Capacity & Accommodations

- 228 comfortable, seated capacity (38 x 6' tables)
- Tables & chairs included
- Entertainment stage (16' x 8')
- 86" Television (for video backdrop, music videos, slide show)
- Available parking

Hours of Operation (Event blocks)

Monday - Thursday - 5:30pm - 10:00pm: **\$1,000**

Friday/Saturday/ Sunday & Holidays

Daytime option - 8:00am - 2:30pm: **\$1,250**

Evening option - 3:30pm - 10:00pm: **\$1,500**

Last call for alcohol must be done by **9:45pm**

Music must be off by **10:00pm**

Honolulu Police Department Officer

A uniformed HPD officer will be required for any event where alcohol is served. Tech Park Center will schedule the HPD officer. **An officer fee of \$260 will be due directly to the HPD officer at the event.**

Guests and Conduct

1. Tech Park Center reserves the right to terminate any event if the event is not properly chaperoned and /or conduct of the guests attending the event presents a threat to the health and safety of individuals or could damage the Tech Park Center property.
2. Smoking (regular or electronic cigarettes) is not permitted within the Tech Park Center Hall.
3. No Pets allowed inside of the Hall. Unless it is a service animal.

Decorations

1. Balloons are allowed in the event hall, but if they are helium filled balloons, you will be responsible for any damage that may be caused to the ceiling fans.
2. Decorations and/or signs on walls and doors must **only** be fastened by **painter's or gaffer tape** and must be removed at the end of the event.
3. No loose glitter or confetti can be used in the lobby area. If used in the event hall, it must be cleaned up by the end of the event.
4. No candles or open flames allowed within the hall (except sternos for food).

Liquor (Alcohol) & Bar Service

Tech Park Center does not handle liquor. Bartenders are to be provided by the client. Client is responsible to set up their own bar station by bringing in their own liquor, soft drinks etc. The bar must be kept clean and always staffed by an adult 21 years or older. **No beer bottles or glass cups** to be used. The bar must close 15 min. prior to the end time of your event. Under Hawaii State Laws, alcoholic beverages will not be served to anyone under the age of 21 years. Tech Park Center reserves the right to terminate the service of liquor on the premises, or the event if there is consumption of liquor by minors and/or the consumption of liquor by any person deemed intoxicated. Liquor may not be sold on the premises.

Release and Indemnity Agreement

Tech Park Center does not have a license to sell and dispense liquor at its rental hall. All liquor and bar personnel must be supplied by the User. The User is solely responsible for controlling the service and dispensing of liquor. Accordingly, you fully and completely release Tech Park Center and all its related companies, owners, directors, employees, insurers, indemnities, from and against all claims arising out of, or connected with, either directly or indirectly, to the service of liquor.

Indemnity and Exculpation

1. Exculpation of Tech Park Center - Tech Park Center shall not be liable to the User for any damage to the User or User's property of User's guests from any cause. The User waives all claims against Tech Park Center for damage to person or property arising for any reason.
2. Indemnity - The User shall defend and hold Tech Park Center harmless from all damages arising out of any damage to any person or property occurring in, on, or about the building and the property in which the premises are located. This indemnification shall, among other things, include indemnification against all actions, proceedings, attorney's fees and costs, demands, and any damages.
3. The User hereby agrees to assume full and all responsibilities and liabilities for any damages, destruction, and/ or losses incurred by Tech Park Center during or as result of the User's engagement and usage of the Tech Park Center. The User also agrees that Tech Park Center may assess charges to the User for any damage, destruction, or loss to Tech Park Center property because of the User's usage of Tech Park Center facilities.

Breakdown

Everything must be cleaned, Tech Park Center equipment properly put away, and all decorations removed within an hour of the **end of rental time**. There will be a **\$50 service charge** per half an hour thereafter. All trash must be disposed inside of dumpster (dumpster lid must be able to close). The facility will be inspected before the security deposit is returned.

To Reserve a Date:

- Turn in a signed **Tech Park Center Rental Agreement** and **Hall Rental Form** with a **SECURITY DEPOSIT CHECK** for **\$250**, made payable to **Tech Park Center**.

Cancellation Terms:

- 120 days prior to event = 100% refund
- 60 days prior to event = 50% refund
- Less than 60 days prior to event = No refund.

**Outstanding Hall rental fee is due 30 days prior to event. If payment is not received by the due date, your event may be cancelled, and no refund will be issued.*

***We only accept the following forms of payments: Personal check, cashier's check, Money order, NO CASH ACCEPTED.** There will be a \$30.00 charge for any check that is returned due to insufficient funds.

Make checks payable to: Tech Park Center

By signing below, I understand and agree to the terms listed above for the use of the Tech Park Center.

Client's signature: _____

Client's name (print): _____

Date: _____