

TPC Rental Agreement

400 Kahelu Avenue Mililani HI 96789

www.tpcmililani.com

Hall Capacity & Accommodations

- 228 comfortable, seated capacity (38 x 6' tables)
- 55 Tables & 250 chairs. Set-Up included
- Entertainment stage (16' x 8')
- 86" Television (for video backdrop, music videos, slide show)
- Ample parking available

Hours of Operation (Event blocks)

Monday - Thursday

- Evening option 3:30pm - 10:30pm: **\$1,000**

Friday/Saturday/ Sunday & Holidays

- Daytime option - 7:30am - 2:30pm: **\$1,250**
- Evening option - 2:30pm - 10:30pm: **\$1,500**

9:45pm - Stop serving alcohol

Hall must be cleaned , inspected, and everyone must be completely vacated from the property BEFORE 11:00 pm

Honolulu Police Department Officer

A uniformed HPD officer is required for any NIGHT events where alcohol is served. TPC will be responsible for the scheduling of the HPD officer. Renter will be responsible to pay the officer fee of **\$260 in CASH** directly to the HPD officer at the time of the event.

Guests and Conduct

1. TPC 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 TPC property.
2. Smoking (regular or electronic cigarettes) is not permitted within the TPC 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 **painters 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 sterno's for food).

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Liquor (Alcohol) & Bar Service

TPC does not handle liquor. Bartenders are to be provided by the client. Clients are 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. TPC 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

TPC 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 TPC 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 TPC - TPC 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 TPC for damage to person or property arising for any reason.
2. Indemnity - The User shall defend and hold TPC 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 TPC during or as result of the User's engagement and usage of the TPC. The User also agrees that TPC may assess charges to the User for any damage, destruction, or loss to TPC property because of the User's usage of TPC facilities.

Breakdown

Everything must be cleaned, TPC 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 of inside the dumpster (dumpster lid must be able to close). The facility will be inspected before the security deposit is returned.

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To Reserve a Date:

Turn in a signed **TPC Rental Agreement**, a completed **Hall Rental Form**, and a **SECURITY DEPOSIT** for **\$250**. This **SECURITY DEPOSIT** is NOT applied to the Hall Rental Fee, and will be returned after inspection and completion at the end of your event.

Forms of payments accepted:

- CASH
- Personal check, Cashiers check, or money order made payable to **Tech Park Center**

A \$30.00 charge will be deducted from the Security Deposit Refund for any returned checks.

Cancellation Terms:

- . 60 days prior to event = 100% of SECURITY DEPOSIT refund
- . Less than 60 days prior to the event = No refund.

Hall Rental Fee:

- . The **Entire Hall Rental Fee** is due in full, no later than **60** days before your event.

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CASH or Checks made payable to Tech Park Center

If payment is not received by the due date, your event will be canceled.

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

Client's signature: _____

Client's name (print): _____

Date: _____

(For OFFICE use only)

Date TPC RA Received: _____ Date of Event Confirmed: _____

Hall Rental Form Received: Y / N

Deposit Received: Y / N