

# HIC Party Rental Agreement Form

95-030 Waihonu Street Mililani, HI 96789

Ph.(808)623-7693

www.hichawaii.com hawaii@honbushin.us

## **Renter's Information (Please Print):**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Cell# \_\_\_\_\_ Email \_\_\_\_\_

## **Party Information:**

Type of Party \_\_\_\_\_

Date: \_\_\_\_\_ Party Time: \_\_\_\_\_ to \_\_\_\_\_

(You are allowed 4 hours for the party, 2 hours before time of party for setup and 1 hour after party for cleanup)

Number of Guest Expected \_\_\_\_\_

## **Renting Information**

Garden Area (Table size: 6ft long x 2.5ft wide)

<input type="radio"/> 25 people or under / Includes 10 tables and 25 chairs	\$400
<input type="radio"/> 50 people or under / Includes 14 tables and 50 chairs	\$500
<input type="radio"/> 100 people or under / Includes 22 tables and 100 chairs	\$600
<input type="radio"/> 150 people or under / Includes 30 tables and 150 chairs	\$700
<input type="radio"/> 200 people or under / Includes 40 tables and 200 chairs	\$800

Meeting Room with table and chairs (Airconditioned, holds max 20 people) \$300

Party Time and cleanup time past 6pm will require additional \$200

## **Other Extra Rental Items**

Extra Tables Donation of \$10 ea

Stage (12ft wide x 7ft depth) Donation of \$100

PA System (2 Mics, AUX Port) Donation of \$100

Tent (20x20ft, up to 6 available) Donation of \$100 for each tent

\_\_\_\_\_ # of tents x \$100 = \_\_\_\_\_

Total Donation Amount Due \_\_\_\_\_

## **Outside Vendor's Information:**

Company \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

## **Terms and Condition**

### **Schedule:**

We accept rentals from 3 months prior to party date and up till 2 weeks before your party date. Reservation is not official until approval from the minister.

### **Payments: (Credit Card transaction will have additional HI GE tax and 3% processing fee)**

All payments are considered donations to HIC. Donations are due on the day of the event.

**There is no deposit requirement but if you cancel within one week of the rental date,**

**we require you to donate half of the total rental amount.** Please let us know as early as possible when you will be canceling the event. Please make checks out to Honbushin.

### **Cancellation by Honbushin:**

HIC reserves the right to cancel this contract at anytime: (1) in case of war, strikes, extreme weather, acts of civil disobedience, loss or significant damage to the facility, loss of governmental permits, construction from modification to the facilities, or other extreme circumstances; (2) if significant unplanned religious events intervene;

### **Rental Time:**

Party rental time is 4 hours max excluding setup and cleanup.

Center opens at 8:00am and closes at 9:00pm. Please schedule accordingly to this time.

There is an additional charge of \$200 for party time and cleanup time ending past 6pm.

Party that goes over their allotted time will have an additional **\$200 Penalty Fee**.

### **Tables and Chairs:**

Tables and Chairs will be stacked up. It is your responsibility to arrange and cover the Tables and arrange the chairs. Tables are 6ft x 2.5ft. Facility has a max of 40 tables

Chairs are calculated to be 6 per table.

### **Cleaning Fee:**

There is a \$250 cleaning fee if the party area is left uncleaned. You are required to cleanup after the party. HIC will be providing you with rubbish bins for trash and cans. Please put trash in appropriate bins. After the event, please walk around and pick up all rubbish.

### **Alcohol and Smoking:**

No alcohol is allowed on the premises. Honbushin is a NO SMOKING facility.

### **Authorized Personnel Only Area:**

All guests are only allowed in the party area. Please do not enter restricted areas.

Violators will be asked to leave the premises.

### **Parking:**

Plenty of parking is available. Overflow parking located in the grass field behind the building. No vehicles are allowed to park under the Banyan trees. This is a Loading/unloading zone.

### **Outside Vendors:**

Please inform HIC when you will be having outside vendors. (ex. Bounce house, DJ)  
Vendors won't be allowed on premises unless reported to HIC.

I have read and understand the Terms and Conditions written above.

---

Print Name

---

Signature

---

Date

**Reservation Agreement and Assumption of Liability  
and Indemnity Agreement (Facility)**

Honbushin International Center (“H.I.C.”) and International Cultural and Friendship Association (“I.C.F.A.”) is pleased to grant to

\_\_\_\_\_ (Print)  
 (“Undersigned”) and guests and invitees of Undersigned the right to use the facilities  
 on \_\_\_\_\_ (date) from \_\_\_\_\_ to \_\_\_\_\_ (time)

In consideration of the right to use the Facilities, Undersigned agrees that the Undersigned is personally responsible for the conduct and behavior of the Undersigned and all of the guest and invitees of the Undersigned that use the Facilities, and the Undersigned hereby assumes all liability for any actions, causes of action, damages, claims or demands directly or indirectly arising from or resulting from the use of the Facilities by the Undersigned or the guests and invitees of the Undersigned.

As additional consideration for permission to use the Facilities, the Undersigned agrees to fully and completely indemnify, save and hold harmless H.I.C. and I.C.F.A., their employees, officers, and agents from any and all claims, demands, suits, actions, and liabilities that arises or results from any personal injuries, deaths, losses or damages to property caused by or resulting from the use of the Facilities by the Undersigned or any guests or invitees of the Undersigned.

The Undersigned understands that if more than one person signs this Agreement, all persons comprising the Undersigned shall be jointly and severally liable for the obligations of the Undersigned. This means that if H.I.C. or I.C.F.A. should have rights and remedies against the Undersigned under this Agreement, Honbushin may take action against one or more – or all – of the persons comprising the Undersigned.

THE UNDERSIGNED HAS READ THE FOREGOING AND UNDERSTANDS THE CONTENTS. THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT.

Dated: \_\_\_\_\_, \_\_\_\_\_

Dated: \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Name of Undersigned (Print)

\_\_\_\_\_  
Name of Undersigned (Print)

\_\_\_\_\_  
Signature of Undersigned

\_\_\_\_\_  
Signature of Undersigned