



(The following Rules and Regulations are necessary to keep Lanikuhonua beautiful and safe for everyone. Cooperation from everyone is appreciated.)

## RULES AND REGULATIONS FOR THE USE OF LANIKUHONUA

### 1. Designated Areas:

- a. Phase I: Phase I is the area closest to Paradise Cove. The "Pa Hula" stage located in Phase I is reserved for hula performances and may be used only by prior arrangements. The area will accommodate up to 700 people.
- b. Phase II: Phase II is the area closest to Four Seasons Resort O'ahu at Ko Olina. The area will accommodate up to 1,000 people. We reserve the option to hold events simultaneously in adjacent phases at Lanikuhonua.

### 2. Hours:

9:00 a.m. - 3:00 p.m. | 4:00 p.m. – 10:00 p.m.:

For a day event, the music and program must end by 3:00 p.m. For an evening event, the music and program must end by 10:00 p.m., unless prior arrangements have been made. **The cocktail bar must close and stop serving alcohol at 9:30 p.m.** From 10:00 p.m. - 11:30 p.m., grounds must be cleaned and rental equipment removed. Grounds will be closed and gates will be locked at 11:30 p.m.

### 3. Sanitation and Health:

- a. Restroom facilities are available in both Phase I and Phase II. Restrooms are to be used only for their designated purpose.
  - (1) Do not rinse garbage or food down the drains or toilets. No washing of dishes in the area.
- b. Rubbish:
  - (1) Guests are to provide their own trash cans and bags.
  - (2) Dispose of your rubbish/garbage properly. All rubbish/garbage (bottles, cans, used charcoal, etc.) must be bagged and taken off the premises. Do not throw rubbish/garbage in the bushes.
- c. Smoking is allowed only in areas designated on the property.

### 4. Event Coordinator/Planner:

All groups are responsible for providing their own professional event coordinator to ensure that all persons on the premises are authorized.

All weddings will require a professional event coordinator/planner with a business license to provide professional wedding coordination services. Their contact information must be provided at the time of booking:

- Company
- Contact Name
- Phone Number



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- Email Address

The event coordinator/planner shall be responsible for security and management of the function and is to be identified to the resident manager. The event coordinator/planner must be onsite from the time setup begins until breakdown is completed.

## 5. Parking:

- Parking is permitted only in the designated lot near the front entrance to Lanikuhonua. There are 200 parking stalls available. If this is inadequate, you may consider using a personal bus transportation service.
- Parking is controlled by a parking arm that will be coded for your event. Upon 50% deposit, you will receive a code that will allow you, your guests, and your vendors to enter on the day of your event. A parking attendant will be by the entrance gate from 3:30 p.m. – 6:30 p.m. to let your guests in. After 6:30 p.m., your guests will have to enter the code. It is your responsibility to be sure your guest and vendors are aware of the code.
- Due to events being held on the same day, we do not guarantee parking and are not held responsible for your guest parking needs. We do take all necessary precautions to keep the numbers at a minimum to accommodate both bookings.
- Should you require assistance, Lanikuhonua's parking security will assist with the bus parking or "stack" parking by arrangement with the resident manager in advance at an additional cost. Cars left in the parking lot after event hours will be subject to towing.
- No vehicles are allowed to park overnight.

## 6. Provisions:

- A representative from each group (preferably your coordinator) will be responsible to visit the site accompanied by the resident manager before the scheduled function and immediately after the function for site inspection. Professional event coordinators are to be introduced to the resident manager prior to an event.
- Guests (or their caterer) may bring cooking grills which are to be used only in areas designated for their use by the resident manager.

## 7. Other Guidelines:

- To preserve the special marine life and environment, fishing, net-throwing, picking of sea shells, rocks, coral, etc. are not allowed. The pools also serve as refuge for reef fishes; therefore, swimming is limited to no more than 100 people at any one time in the Central Cove ("Ani Ani Ku"). Children shall not be left unattended in the pool and must be accompanied by an adult at all times. An adult or a lifeguard must be present and on duty at all times whenever the pool is being used by your group. Due to the dangerous conditions and for your own safety, no one is allowed on the reef at any time, and no swimming is allowed in the Cove 3 ("Ka'ula Bay") area at any time.



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- b. Kitchen Facility. There are no kitchen facilities at Lanikuhonua, therefore:
  - (1) Grilling of food is permitted only in designated areas and bonfires are not permitted. All food is to be prepared prior to event.
  - (2) Plywood is to be used on the grounds to prevent damage from ice chests or other equipment.
  - (3) Ice or dirty water is not to be disposed of on the grounds.
- c. All food must be under a tent or umbrellas.
- d. No overnight camping is allowed.
- e. Pets are not permitted on the property.
- f. Parents and designated representatives shall be responsible for children and guests.
- g. Driving of vehicles on the lawn is not permitted at any time as this causes extensive and severe damage to the grounds.
- h. Nails or staples are not permitted for hanging signs on trees or buildings.
- i. Dance floors are required should there be dancing at an event.
- j. Fire pits, sparklers, bubbles, birdseed, rice, confetti, sky lanterns, and bouncy castles are not allowed (unless prior approval was given).
- k. Sports Activities: Volleyball, football, soccer, tug-of-war, and baseball are not permitted.
- l. No glass bottles are allowed except at bar area. All drinks must be poured into cups.

#### **8. Clean Up:**

- a. All rubbish/garbage must be properly disposed of [see 3.b.(2)].
- b. Remove all directional signs, flags, banners, etc. erected by your group.
- c. Chairs and tables are to be stacked on the sidewalk after your event.
- d. Tent vendors are to remove tents no later than 9:00 a.m. the following day (with approval). The client will be charged \$300 for each half hour the equipment remains on the property, unless prior approval has been made.

#### **9. Security Deposit:**

Lanikuhonua requires User to provide a Security Deposit in the amount of \$1,000.00 no later than one month prior to the Event Date. The Security Deposit may be made in the form of personal check, cashier's check or credit card. While the Owner anticipates returning the security deposit in full; the Security Deposit will be used in the event of:

- a. Damage to Lanikuhonua.



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- b. Stolen property.
- c. Penalties associated with:
  - i. Increase in number of guests above the specified guest count in the agreement;
  - ii. Not disposing of event trash;
  - iii. Not meeting event set up and break down times;
  - iv. User and any guests or vendors driving on the grass without Lanikuhonua's approval; and
  - v. Not providing contact names and numbers of Event Vendors
  - vi. No designated coordinator on site (see 4.).
- d. Any violation of the Rules and Regulations.

The Security Deposit is strictly enforced to help manage all Events at Lanikuhonua as effectively and efficiently as possible. User's understanding and cooperation with Lanikuhonua's Security Deposit policy is greatly appreciated.

#### **10. Reservation Charges:**

All groups reserving Lanikuhonua will be required to submit a security deposit site fee at the time the reservation is committed (rates are subject to change).

Should you wish to have your tent set up the day before your event (and pending availability), there is a separate fee and it will be quoted to you at the time you request this reservation.

Fees are quoted at the time reservations are made for the use of the site. Methods of payment include personal check, cashier's check or credit card. Checks should be made payable to: *Lanikuhonua Cultural Institute*.

Fees received for use of the property supports Lanikuhonua's Hawaiian cultural programs.

#### **11. Cancellation Policy:**

In the event you decide to cancel your reservation, the following policy applies:

1. Once the deposit and signed use agreement is received, the deposit is non-refundable and non-transferable.
2. If the event is cancelled at or within 3 months prior to the event, 100% of the balance payment is non-refundable.
3. If 100% of the balance payment has been made and the event is postponed for any reason, the event must be re-scheduled within a month of the original event date and the event date must take place within one year of the original event date. All payments are non-refundable and non-transferable.

Lanikuhonua is not responsible for inclement weather and your event. By following the foregoing policies you preserve and protect a rare and special environment that can be enjoyed by future generations.

Mahalo for your cooperation and enjoy your event at Lanikuhonua!



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**Lanikuhonua Cultural Institute**  
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