ALOHA STADIUM

GUIDELINES FOR USE OF
ALOHA STADIUM HOSPITALITY ROOM

1. Reservations for use of the Hospitality Room will only be accepted six months prior to requested date.

2. Requests for use of the Hospitality Room shall be made in writing using the current "Application for Use of Aloha Stadium Hospitality Room" form.

3. The rental rate to use the Hospitality Room is $750 per date. Payment is due 2 weeks prior to the event date.

4. In addition, a $200 deposit must be submitted with the application. The $200 deposit is refundable if no additional charges are required for cleanup or damages.

5. Deposit and rental payments must be in the form of a bank draft, cashier's check, money order or cash, payable to "Stadium Authority". Personal checks, business checks and charge cards are not acceptable.

6. Settlement checks will be distributed within 4-6 weeks after the event date.

7. The licensee will be responsible to pay for 1 stadium usher ($14.34 per hour) to monitor the event.

8. The licensee will be responsible to obtain a Certificate of Insurance (COI) for the event. Please see attachment for requirements.

9. All licensees, groups, etc. who utilize the Hospitality Room will be responsible for their own setup, breakdown, and cleanup. Additional charges will be assessed if stadium personnel are requested to do any of the above.

10. Outside food and non-alcoholic beverages are allowed in the Hospitality Room.

11. Alcoholic beverages are allowed in the Hospitality Room only if the Stadium Authority's food and beverage concessionaire dispenses such beverages. When alcoholic beverages are being served, Hospitality Room users must contact the Stadium Authority's food and beverage concessionaire (Centerplate – 488-0924) to make the proper arrangements.

12. The applicant must inform the Stadium Event Branch in the event of a cancellation. If the applicant fails to notify the Stadium in the event of a cancellation, the applicant is

responsible for any charges incurred due to setting up or preparing the Hospitality Room for use.

13. The Stadium reserves the right to cancel any date with two weeks verbal or written notice. The Stadium shall not be held responsible for any expenses incurred by the applicant or licensee.

14. Absolutely no taping or fastening of any articles on the walls will be allowed in the Hospitality Room.

15. No open flames (candles, fire knife dancers, etc.) will be allowed in the Hospitality Room.

16. No cooking will be allowed on stadium property.

17. All visitors must stay within the Hospitality Room area, except to use the restrooms located in the adjoining corridor. Visitors are not allowed to wander down to the field, locker rooms, or up into the stands.

18. No food, beverages, alcohol can be consumed outside of the Hospitality Room and Parking Lots.

19. No smoking (including electronic and vapor cigarettes) will be permitted within the building. The designated smoking area is in front of the Box Office.

20. There will be a 50-person minimum and a 300-person maximum in the Hospitality Room.

21. Aloha Stadium has the right to schedule other events (50th State Fair, youth football, etc.) on the same date.

22. No parking fees will be charged to Hospitality Room function attendees during events and swap meet hours unless parking attendants are specifically required by the licensee or Hospitality Room users. The licensee must provide a guest list or use the invitation for free parking access. Guests are to enter from the Main Salt Lake Gate #1

23. The designated parking area for Hospitality Room users is the Upper Halawa Parking Lot. Visitors will not be allowed to park in any restricted/reserved parking areas.

24. The following items are included with the rental of the Hospitality Room.
    a. 300 chairs and 2 chair hand trucks.
    b. Tables - 18 – 6’ round, 11 – 8’ rectangle, and 6 - 6’ rectangle tables.
    c. 1 broom/dust pan, 1 mop/mop wringer and trash bins.
    d. Use of 1 microphone.
    e. TV Monitors. Client to provide DVD player or laptop with proper connector.
    f. Projector Screen.

    Note: Number of chairs and tables are subject to change. Please check with the Events staff for any changes.

I, the undersigned, on behalf of the organization I represent (if applicable), will be responsible for the proper care of the facilities and equipment and for the payment of all charges assessed by the Stadium Authority. I further agree that all state ordinances and Stadium Authority policies as it relates to the Hospitality Room will be complied with. I am releasing the Stadium Authority, its employees and the State of Hawaii from any responsibility or claim arising out of injuries and/or damages incurred directly or indirectly from the use of facilities to conduct the activities described in this application.

APPLICANT: Name (print) _____Date_____

Signature _____

Date of Event _____