



HAWAII'S GATHERING PLACE

HOSPITALITY ROOM RENTALS

Mahalo for considering Aloha Stadium for hosting your event. Below are helpful guidelines, policies and information to address the most frequently asked questions when booking the [hospitality room](#) for a private event. Please review this document and let our Events team know if you have any additional questions. We look forward to serving you and making your event successful and memorable.

About the Hospitality Room

The Hospitality Room is an ideal and affordable location to host a variety of events, including birthday parties, graduation celebrations, wedding receptions, and business functions. The room has the capacity to hold up to 300 people and can be configured in many ways.

Hospitality Room Details:

- 300-person maximum.
- Availability (including set-up and vacate times) are as follows: 8:00 a.m. to midnight

The following items are included with the rental of the Hospitality Room.

- 300 chairs and 2 chair hand trucks.
- Tables – Forty (40) – 5' round and twenty-four (24) – 6' rectangle.
- 2 brooms, 2 dust pans, 2 mops, 2 mop wringers and trash bins.
- Use of 1 microphone.
- TV Monitors. Client to provide DVD player or laptop with proper connector.
- Projector Screen.

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

The total fee to use the Hospitality Room is \$1600 per date on Fridays, Saturdays and Sundays and \$850 from Monday – Thursday. The fees are inclusive of the rental rate, event insurance and on-site stadium personnel during your event.

Step by Step Guide in Navigating the Rental Process

Step 1: Call the Events Office to Determine Availability of Venue (808) 483-2500

Aloha Stadium is available year-round for private bookings. Reservations for use of the Hospitality Room will only be accepted six (6) months prior to the requested date. Please contact us at: 808.483.2500 so we can learn more about your proposed event and check room availability for your desired event date.

Step 2: Schedule a Site Visit

Although the Aloha Stadium website provides photos, videos and diagrams of the hospitality space, we do recommend that you schedule a site visit to meet with an Events Team Member to confirm that the room is right for your event. A site visit may be scheduled when you call the Events Office to determine date availability. If you would like the Stadium's catering contractor to be present during the site visit, please let our Events team know so they can make this arrangement. Site visits are available Monday – Friday between 8:00 a.m. – 4:30 p.m.

Step 3: Submit an Application & Pay the Rental Deposit

Once you receive a verbal confirmation that your proposed event date is available, complete and submit the "Application for Use of Aloha Stadium Hospitality Room" form. To access the Stadium Use Application, [click here](#).

Please note that a submitted application does NOT confirm your booking. Confirmation only occurs once your application is approved and a room deposit/down payment has been received. Until the application is approved and the deposit received, we ask that you not confirm any 3rd parties, such as outside caterers, florists, entertainment, etc.

Approval: Once your application is approved, you will receive confirmation and a request to submit a \$200 deposit/down-payment. Due to high demand for this room, you will have 48 hours from the time the confirmation is sent to pay the deposit. If the deposit is not received, the date will be released so another licensee can rent the room.

Deposit/Payment: The \$200 deposit/down payment goes toward the total rental fee and is required to confirm your booking. Following approval of your application and receipt of your deposit, an Events Team Member will contact you to discuss event details and to assist with your planning.

Deposit and rental payment may be made with the following: Cash, Credit Card (Mastercard/VISA), Bank Draft, Cashier's Check or Money Order (payable to "Stadium Authority").

Payment may be made in-person, or by mail, to:

Aloha Stadium
P.O. Box 30666
Honolulu, HI 96820-0666

For payments in-person, please visit the Stadium Administration Office, open Monday-Friday, 8:00 a.m.-4:30 p.m. (excluding State Holidays).

Final payment is due 30-days prior to the event date.

Step 4: Catering

Aloha Stadium does permit outside food and non-alcoholic beverages in the Hospitality Room. Those arrangements are not part of the rental agreement. Room set-up and clean-up (excluding tables/chairs) are the responsibility of the renter. Additional charges will be assessed if stadium personnel are requested to do any of the above.

Alcoholic beverages are allowed in the Hospitality Room only if the Stadium's food and beverage concessionaire dispenses such beverages. If you wish to serve alcoholic beverages during your event, you must contact the Stadium's food and beverage concessionaire a minimum of two (2) weeks prior to your event date (Centerplate – 808.488.0924).

A separate invoice and contract agreement will be made with Centerplate for all food and beverage services.

**Note there are additional fees for bartenders, security and setup.*

Step 5: Contract

Once complete, the Events Team Member will send you a rental contract (email or mail) as well as the insurance application. Please review these documents in detail, then sign and return the original to the stadium. Contact your Events Team Member if you have any questions.

Step 6: Event Planning

Continue to work directly with your Events Team Member to communicate your event plans as well as any event or facility related requests.

Step 7: Final Payment

Final payment in-full for the room must occur no later than 30-days prior to the event date. See #3 above for payment options.

Additional Items of Importance

Insurance Requirements:

All events require an insurance policy. For private functions the Aloha Stadium will procure this insurance on your behalf. The policy covers your event up to \$1,000,000 of General Liability and adds the Stadium as an additional insured. A copy of the policy will be provided to you with your final rental contract.

COVID Guidelines:

All guests including 3rd party staff will need to submit an attestation form providing their vaccination card or negative test result within 72 hours. Those who are unable to provide proof will not be allowed inside.

Stadium and Logo Usage:

The Aloha Stadium and its logo are owned by the State of Hawaii. If you are interested in using the stadium logo or official photos of the stadium for marketing collateral or invitations, please contact the Marketing Department at 808.483.7133. Altering the Stadium logo, images or photos is prohibited and is a violation of the contract (i.e. changing the color, name, reorientation of the logo, etc.)

Advertising and Event Location Disclosure:

The rental contract must be signed prior to any event advertising or disclosing the event location. We do not allow you to advertise or market your event location during the contract phase. Please do not sign any third-party contracts with vendors (bands, florists, catering, etc.) until you have secured your contract with Aloha Stadium.

Cancellation Policy:

The applicant must inform the Stadium Event Branch for all cancellations. 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. Cancellations made in advance of the event will receive a full refund, less 10% of the collected deposit/down payment.

Helpful Information Regarding Set-up, Load-in, Audio/Visual, Parking, etc.

- Absolutely no taping or fastening of any articles on the walls will be allowed in the Hospitality Room.
- No open flames (candles, fire knife dancers, etc.) will be allowed in the Hospitality Room.
No cooking will be allowed on stadium property.
- 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.
- No food, beverages, alcohol may be consumed outside of the Hospitality Room, including the parking lots.
- No smoking (including electronic and vapor cigarettes) will be permitted within the building. The designated smoking area is in front of the Box Office (on the far side of the volcano statue).
- 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.
- 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.

What to Expect on Event Day:

- An Events team member will meet you upon arrival and open the Hospitality Room, so you can begin set-up.
- Please confirm your event schedule with the Event Coordinator (3rd party contractor arrivals, guest arrival time, event end-time, etc.).
- The Events team member will review the break-down and clean-up requirements.
- The Events team member will be on standby throughout your event to answer questions or address any issues.
- Following the event, the Events team member will review the cleaning checklist to ensure all items are complete.

Mahalo for your interest and look forward to hosting your event. For further questions, please call (808) 483-2500 and ask to be connected to the Events Office.