



GUIDELINES FOR USE OF ALOHA STADIUM HOSPITALITY ROOM

1. Reservations for the use of the Hospitality Room are currently being accepted until March 31, 2023.
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 approximately \$1500 per date (Fridays, Saturdays, & Sundays) plus a \$200 refundable deposit. Full payment is due 1 month prior to the event date.
 - a. \$200 – Deposit must be submitted with the application to reserve the room. The deposit is refundable if no additional charges are required for cleanup or damages.
 - b. \$1000 – Rent.
 - c. \$100 – Staff to sanitize and breakdown the tables/chairs.
 - d. \$250 – Approximate cost for a Certificate of Insurance (COI). Licensee has the option to purchase insurance through Aloha Stadium or use their own insurance company.
 - e. \$150 – Approximate cost for 1 usher to work the event.
 - f. Total - \$1700. \$200 is refundable if there are no additional charges.
4. 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.
5. Settlement checks will be distributed within 4-6 weeks after the event date.
6. All licensees, groups, etc. who utilize the Hospitality Room will be responsible for their own setup and cleanup. Additional charges will be assessed if stadium personnel are requested to do any of the above.
7. Outside food and non-alcoholic beverages are allowed in the Hospitality Room.
8. Alcoholic beverages are not allowed.
9. 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.

10. 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.
11. Absolutely no taping or fastening of any articles on the walls will be allowed in the Hospitality Room.
12. No open flames (candles, fire knife dancers, etc.) will be allowed in the Hospitality Room.
13. No cooking will be allowed on stadium property.
14. 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.
15. No food, beverages, alcohol can be consumed outside of the Hospitality Room and Parking Lots.
16. No smoking (including electronic and vapor cigarettes) will be permitted within the building. The designated smoking area is in front of the Box Office.
17. There will be a 200-person maximum in the Hospitality Room.
18. 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
19. 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.
20. The following items are included with the rental of the Hospitality Room.
 - a. 200 chairs and 2 chair hand trucks.
 - b. Tables - 30 – 5’ round and 24 – 6’ rectangle.
 - c. 2 brooms, 2 dust pans, 2 mops, 2 mop wringers 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 _____