

**LANIKEHA RENTAL RESERVATION APPLICATION**

Applicant Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: HI Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Site Request: Kitchen \_\_\_\_\_ Hall \_\_\_\_\_ Kitchen & Hall \_\_\_\_\_ Grounds \_\_\_\_\_

Requested Date of Function: \_\_\_\_\_ Hours requesting: \_\_\_\_\_

Description of Function:

\_\_\_\_\_ if commercial or small business agreement, other rules apply, for a Commercial Packet and forms required **must be attached:**

The deposit, along with rental fee(s) or rate(s) pertaining to use of hall, kitchen or grounds that applies to your individual use, in the form of check, cash, or cashier’s check (US currency) must be made payable to Molokai Homestead Farmers Alliance, (MHFA). Payment must accompany this application. Deposits not received within (7) business days of notifying Molokai Homestead Farmers Alliance, will result in loss and **forfeit of your reservations for the kitchen, hall or grounds**. Deposit will be returned if no damages are present and the facilities have been cleaned appropriately, and checklist is met as well.

**Initial here to accept terms**\_\_\_\_\_.

**DISCLAIMER LIABILITY**

I/We are having requested of the Molokai Homestead Farmers Alliance, to allow me/us the use of Lanikeha Kitchen, Hall and/or Grounds, for the requested use of the facility selected and described and do hereby fully adhere to MHFA and Department of Hawaiian Homelands (DHHL), it’s Executive Officers, Board of Directors, and it’s members of any and all liabilities, and responsibilities in terms of personal injury or death, personal liability, and/or property damage to the renters and their participants. I/We realize this request is at my/our sole discretion and agree not to hold MHFA or DHHL responsible or accountable in any way for any mishaps directly or indirectly arising out of my/our use of the Lanikeha Kitchen, Hall, and Grounds. I/We have read and understand this disclaimer liability statement and agree to its terms.

Print/Name \_\_\_\_\_ Signature \_\_\_\_\_

**Molokai Homestead Farmers Alliance Lanikeha Kitchen, Hall, or Grounds Rules, Regulations and Responsibilities Disclosure**

I/We agree to read or have read and understand this rental agreement and its rules, regulations and responsibilities pertaining to the application made between Molokai Homestead Farmers

Alliance and I/we and acknowledge and accept the fees, rules, regulations, and policies as given in this document and its accompanying forms.

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Individual/Organization Representative	Print/Signature	Date
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MHFA. Representative	Print/Signature	Date
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Non-Commercial User

Molokai Homestead Farmers Alliance welcomes you to the Lanikeha Hall, grounds and certified kitchen, please take the following steps necessary to assist us as homesteaders to Malama this facility.

The following policies are for use of the Lanikeha Kitchen, Hall, and Grounds:

- No TACKS, STAPLES, TAPE, etc... On walls of the interior of the Lanikeha Community Center
- No BALLOONS, due to the fans
- May have standing decorations, that will not damage floors
- Molokai Homestead Farmers Alliance is not responsible for any injuries to person(s) or damages to properties associated with the rental usage.
- Minor children under the age of 18 must have adult supervision
- The deposit will be kept by Molokai Homestead Farmers Alliance, if damages are found. If damage cost exceeds deposit amount, you will be billed for the balance. If no outstanding bills, damages or unresolved issues exists between renter and MHFA, your deposit will be returned.
- Your form of payment to Molokai Homestead Farmers Alliance will be deposited.
- The deposit will be returned to you within 5-7 business days, if all requirements have been met.
- Renter is responsible for the cleaning and removal of all rubbish within areas of the building rented and surrounding exterior of the Lanikeha facility.
- You must set up on your own
- Arrangements will be made with you for pickup and drop off key(s).
- Cancelations must be made (30) days prior to event or you forfeit ½ of your deposit.
- Lost key will result in forfeiture of your deposit.
- Use of the facilities is from 8:00 a.m. to 10:00 p.m.
- No cooking outside is allowed by Department Health Rules
- Do not allow children or anyone near or around Pu Na Leo or its property
- No Alcohol or Drugs are permitted on area(s) of Lanikeha facilities or grounds
- Kitchen equipment not available to a non-commercial renter are (Meat Slicer, Dehydrator, Large Commercial Mixer and Flash Freeze)

**Initial Here** \_\_\_\_\_

Rental Usage	Description	Fee
Rental Agreement & Deposit <b>Initial Here:</b> _____	A signed application with a deposit check, must be submitted to hold the center. Cancellation Policy 30 days prior to event, full refund, anything after 30 days, half of the deposit will be kept.	
<b>RENTAL FEES</b>		
<b>Funeral Services</b> <b>Initial Here:</b> _____	Required Deposit Facility Use Kitchen Fee	\$ 125 \$ 150 \$ 75
<b>Parties, Events, Meetings, and Conferences:</b> <b>Initial Here:</b> _____	Required Deposit  <b>ENTIRE FACILITY:</b> Included on the daily rental are 325 chairs, 45 tables, use of kitchen, sound system with our technician (on a limited time for set up). You are responsible to coordinate with technician. <b>3 day usage 8:00 am to Sunday noon</b> <b>1 day 8:00 am to 8:00 am next day</b>	\$200  Daily Fee \$150 per day  \$425 for \$225
<b>Individual daily Rates:</b> <b>Initial Here:</b> _____	Hourly Kitchen or Hall Fee Daily Rate 8:00 am to 2:00 pm	\$25 \$150
<b>Sound System Rates:</b> <b>Initial Here:</b> _____	A \$50 fee for the Technician is included Only our Technician is used	2 hr. fee only
<b>Tables &amp; Chairs Outdoor use:</b> <b>Initial Here:</b> _____	Outdoor rental of Tables and chairs	\$4 per table, \$1. a chair

<b>Rental Information</b>	Depending upon the organization and its event, negotiation between Molokai Homestead Farmers Alliance and the organization, Molokai Homestead Farmers Alliance. Board reserves the right to determine the terms of agreement.	Negotiable as needed
<b>Initial Here:</b> _____	You have read and fully understand and accept all the above.	

Our Promise

Molokai Homestead Farmers Alliance. Encourages and advocates for the use of Lanikeha Facility. We encourage the usage for organizations, events for family functions, commercial users, and workshops. However, we remain committed to ensure the access to our facility is equitable, fair and remains competitive in pricing and availability.

NOTHING is allowed on the walls of the entire facility, no tapes, tacks, staples, etc...., no balloons are allowed, due to the ceiling fans.

Helpful Information

Please be mindful the Lanikeha kitchen facility does not provide nor has access to cooking utensils or items for a commercial business and noncommercial, every renter must provide their own equipment. Depending upon the type of retail business you are planning to operate please be sure to check with the appropriate Department of Health inspector regarding the requirements your point of sales may require.

The Lanikeha Kitchen is a State of Hawaii Department of Health fully certified kitchen.

We have a GRAND OPENING SPECIAL of \$425, save \$50 of the regular charge.

This includes the sound system and our technician for one day only, the day before and day after will be charged separately for our technician and sound system.

You will need to put down your deposit of \$200, 30 days before your event. You can cancel 30 days prior to the event date and receive a full refund, anything after the 30 days, MHFA will keep half of the \$200 deposit. We will hold your request for (7) days only, without payment or paperwork. Please SUBMIT your rental agreement, as soon as possible, we are not responsible for a loss of a date, if you have not submitted your agreement. First come, First serve. MAHALO!

P O Box 290613,  
 Ho'olehua, Molokai, Hawaii 96729

**COVID MANDATED REQUIREMENTS**

**The following applies to all entering Lanikeha Community Center  
Not obeying or following COVID Mandated Requirements will forfeit the loss of the \$200 deposit**

- Masks must be provided and worn
- Sanitizer must be provided and used by all
- Social distancing must be practiced and enforced
- The 6 ft social distancing must be followed
- Minimum of individuals allowed per Molokai Homestead Farmers Alliance (MHFA, County and or State rules must be followed
- The only exception on individuals allowed will be 48 hours notification from the date of event, of a change from MHFA, County and/or State requirements
- MHFA will not be liable or responsible if the police are notified of your group or event not complying of following COVID regulations by MHFA, County and/or State requirements
- MHFA will not be liable if a violation occurs or imposed to your group or event for noncompliance of not following COVID regulations by MHFA, County and/or State
- You must still sweep, mop if needed or required, bring your rubbish bags and haul your rubbish, pick up your tables and chairs, and leave Lanikeha Center as you entered
- A fee of \$25 per day will be charged for COVID sanitation

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Print

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Signature

Date

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MHFA Representative Print

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MHFA Signature

Date