



## **RULES AND REGULATIONS FOR THE USE OF LANIKŪHONUUA** (Updated August 2020)

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

In response to COVID-19, we have modified our standard rules and regulations. Lanikūhonua reserves the right to continue to adjust in order to comply with the latest government proclamations, orders, rules and evolving best practices.

### **1. Designated Areas:**

- a. Phase I – Ani Ani Ku: Ani Ani Ku is the area closest to Paradise Cove. The "Pa Hula" stage located in Ani Ani Ku is reserved for hula performances and may be used only by prior arrangements.
- b. Phase II – Ka'ula: Ka'ula is the area between Ani Ani Ku and Ha'alea.
- c. Phase III – Ha'alea: Ha'alea is the area closest to Four Seasons Resort O'ahu at Ko Olina.

We reserve the option to hold events simultaneously in adjacent phases at Lanikūhonua.

### **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. Vendors are allowed to arrive at 7:30 a.m. to setup for a day event. For an evening event, the music and program must end by 10:00 p.m. Vendors are allowed to arrive at 9:00 a.m. to setup for an evening event. The last call for alcoholic beverages will be at 9:15 p.m. and bar must close 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. Additional hygiene measures have been adopted to prevent human-to-human transmission of COVID-19.
  - (1) Hand washing with alcohol-based soap stations and sanitizer stations have been installed in key locations within the site.
  - (2) Signs have been placed around the property to remind people of social distancing, hand washing and mask etiquette.
  - (3) Increased frequency of how often the restrooms and other high-touch points are cleaned and disinfected.
  - (4) Client is required to provide an additional supply of masks to guests and vendors who may not arrive with his/her own mask or may misplace his/her mask while on-site.
- b. Restroom facilities are available in Ani Ani Ku, Ka'ula and Ha'alea. 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.
- c. 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.
  - (3) Disposal and handling of trash cans and bags should be done with best sanitation practices in mind.
- d. Smoking is allowed only in areas designated on the property.

#### **4. Event Coordinator/Planner:**

The Client and its Planner is responsible for ensuring all guests are aware of and are able to comply with the safety and health practices established upon arrival: Sanitize hands, temperature check, health questionnaire verified and approved, and confirmation of a mask that covers an individual's mouth and nose.

All groups are responsible for providing their own professional event coordinator to ensure that all persons on the premises are authorized and have completed all required COVID-related protocols upon entry.

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
- 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:**

- a. Parking is permitted only in the designated lot near the front entrance to Lanikūhonua. There are 200 parking stalls available. If this is inadequate, you may consider using a personal transportation services.
- b. 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.
- c. 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.
- d. Cars left in the parking lot after event hours will be subject to towing.
- e. No vehicles are allowed to park overnight.



**6. Provisions:**

- a. 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.
- b. 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:**

- a. In response to COVID-19:
  - (1) Self-serve food and drink stations are prohibited.
  - (2) Vendors must sanitize all surface areas used prior to, during, and after the event.
  - (3) Any person unwilling to adhere to the updated rules may be asked to leave our facility.
- b. No swimming allowed.
- c. Kitchen Facility. There are no kitchen facilities at Lanikūhonua, 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.
- d. All food must be under a tent or umbrellas.
- e. No overnight camping is allowed.
- f. Pets are not permitted on the property.
- g. Parents and designated representatives shall be responsible for children and guests.
- h. Driving of vehicles on the lawn is not permitted at any time as this causes extensive and severe damage to the grounds.
- i. Nails or staples are not permitted for hanging signs on trees or buildings.
- j. Dance floors are required should there be dancing at an event.
- k. Sound System (speakers) must face the ocean.
- l. Fire pits, sparklers, smoke bombs, bubbles, birdseed, rice, confetti, sky lanterns, and bouncy castles are not allowed.
- m. Sports Activities: Volleyball, football, soccer, tug-of-war, and baseball are not permitted.
- n. No glass bottles are allowed except at bar area. All drinks must be poured into cups.
- o. If you are going to have a fire knife dancer performance or any other type of performance with fire, send an email to Fireworks Inspector Gary Yasuda at [gyasuda@honolulu.gov](mailto:gyasuda@honolulu.gov) and



provide the event information (DBA and address, date, approximate time of the performance, and point of contact including phone number; also the name of the company performing the fire knife performance). Also, Logo burn is not permitted.

**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 10:00 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:**

Lanikūhonua 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 Lanikūhonua.
- b. Stolen property.
- c. Penalties associated with:
  - (1) Increase in number of guests above the specified guest count in the agreement;
  - (2) Not disposing of event trash;
  - (3) Not meeting event set up and break down times;
  - (4) User and any guests or vendors driving on the grass without Lanikūhonua's approval;
  - (5) Not providing contact names and numbers of Event Vendors; and
  - (6) 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 Lanikūhonua as effectively and efficiently as possible. User's understanding and cooperation with Lanikūhonua's Security Deposit policy is greatly appreciated.

**10. Reservation Charges:**

All groups reserving Lanikūhonua 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: *Lanikūhonua Cultural Institute*.



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

**11. Cancellation Policy:**

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

- a. Once the deposit and signed use agreement is received, the deposit is non-refundable and non-transferable.
- b. If the event is cancelled at or within 3 months prior to the event, 100% of the balance payment is non-refundable.
- c. 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.

**12. Mask Etiquette, Mask Culture:**

Dedicated to the preservation and promotion of Hawaiian culture, we have a shared obligation to act with aloha, caring for one another with love and compassion.

- a. All persons 5 years of age and older are required to arrive wearing a properly fitted, mask.
- b. Individuals with a bona fide condition that prevents the use of a face mask will instead be required to wear a face shield in a manner that completely covers / shields the individual's nose and mouth.
- c. Vendors must wear masks upon arrival to departure.
- d. Due to the outdoor nature of the facilities, while on-site, if people cannot ensure physical distancing, a distance of 6 to 10 feet or more away from another person, wear a mask as part of the prevention and control measures that can limit the spread of respiratory viral diseases, including COVID-19. Masks can be used either for protection of healthy persons (worn to protect oneself when in contact with an infected individual) or for source control (worn by an infected individual to prevent onward transmission).
- e. All people attending events must wear masks until seated at a designated dining table.

Lanikūhonua 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 Lanikūhonua!

**Lanikūhonua Cultural Institute**  
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