



## Hawaii Children's Discovery Center Facility Rental Information

The Hawaii Children's Discovery Center is available for rent to non-profit educational organizations, corporations and private citizens for conferences, receptions and birthday parties. Reservations must be made a minimum of one (1) month prior to the event.

### Rental Hours:

Use of the facility for private purposes is limited to times outside of the Center's normal hours of operation. Evening rental hours are 4:00 P.M. to 8:00 P.M., including set-up and clean-up times. The exhibit galleries will remain open until 7:30 P.M. or 1/2 hour prior to the end of the rental period. All deliveries and set-up for evening functions must be done after 3:00 P.M.

### Rental Fee & Security Deposit (subject to change without prior notification):

The facility rental fee is \$3,000.00 for up to 100 people. This includes the fees for four (4) Center staff members. There is an additional \$10.00 charge per person over the initial 100 people. Infants under the age of one (1) are free. The facility rental includes 38,000 square feet of hands-on, interactive exhibits and the use of our lobby, special events room, and outdoor courtyard spaces. A security deposit of \$500.00 is required to reserve your facility rental date. This will be refunded to you after it is determined that there are no damages to the Center as a result of your function. Any necessary post-function expenses, i.e., cleaning, repairs, etc., will be deducted from your security deposit. The payment in full for the rental fee, additional staff fees, equipment rental fees, etc., will be due the day of, and prior to the start of the function, either by cash or check only.

### Maximum Capacity:

The Center can accommodate approximately 300 people at one time, depending upon the nature of the function. Our facility can handle larger numbers when the function is for an adult's only audience and less or a child's party. The Center reserves the right to limit attendance based on the specific nature of the function.

### Exhibit Galleries:

The Facility rental includes the use of Fantastic You!, Your Town, Hawaiian Rainbows and Your Rainbow World galleries. Rainforest Adventures will not be open. No food or drinks will be allowed in the exhibit galleries. The exhibit galleries will close ½ hour prior to the end of the rental period.

### Overtime Fee (subject to change without prior notification):

An overtime fee of \$25.00 per five-minute segment will be assessed to the facility renter if the function extends beyond 8:00 P.M. the renter will also be assessed an overtime charge of \$30.00 per staff member if the function extends beyond 8:30 P.M.

### Staff Fees (subject to change without prior notification):

Center staff member fees are included in the initial \$3,000.00 rental fee, which covers the rental for up to 100 guests. Additional staff may be hired at the rate of \$75.00 per person if alcohol is served and/or the guest head count exceeds 150 people.

Center staff is in attendance to provide information, answer questions, facilitate in the galleries, prevent food and drink from being consumed in unauthorized areas, keep our unauthorized persons from attending the function and protect the exhibits from damage. They are not available to assist with set-up, breakdown or clean up.

Furnishings & Equipment Rental (subject to change without prior notification):

The Center can provide seating for approximately 125 people with a combination of picnic benches and tables and chairs. If additional seating is needed, the renter will need to contact an outside vendor.

Food:

Any outside food catered for the function must be delivered and set-up after 3:00 P.M. All food and beverages must be appropriate for consumption in an indoor facility. Catering services are available through the Center. Available menu options will be provided upon request. (Please review the accompanying catering guidelines)

Alcohol:

Beer and wine may be served at functions with the prior approval of the Center. A licensed professional must do the dispensing of alcohol. The sale of beer or wine is strictly prohibited. Alcohol service ends at 7:00 P.M. or one hour prior to the end of the rental period. (Please see the accompanying Regulations and Guidelines for the serving of alcoholic beverages)

Final Headcount and Cancellations:

The final headcount for the function will be due no later than two (2) weeks prior to the function. No adjustment will be made for no shows.

Written notice of cancellations more than three (3) months prior to the scheduled function will be refunded the deposit minus a service fee of \$100.00. If written notice of cancellation is received less than three (3) months prior to the scheduled function, no refund will be due to the renter.

Miscellaneous Information:

\*Adult supervision for children under the age of 17 is **required** in the ratio of 1:4, i.e., one adult supervisor for every four children under the age of 17. Children will not be allowed in the exhibit galleries without adult supervision.

\*The Center is a smoke-free facility. No smoking is allowed anywhere within the Center.

\*If you choose to hold your function at the Children's Discovery Center, please fill out the attached Facility Rental Agreement and send it, along with your \$500.00 security deposit to:

Children's Discovery Center, 111 Ohe Street, Honolulu, HI 96813

Questions?

If you have questions regarding our facility rental program, please call us at (808)524-5437 or e-mail us at [info@discoverycenterhawaii.org](mailto:info@discoverycenterhawaii.org).