



2933 Poni Moi Road, Honolulu HI 96815

USE OF THE BUILDINGS AND GROUNDS

We are pleased to have the campus at La Pietra used by the community, within limits of pertinent laws and in consideration of our neighbors. In order to secure the date and time for your event, please complete a Site Use Reservation Agreement and submit with the applicable security deposit. Contact the Campus Use Coordinator to begin the process.

CAPACITY

- Fountain Courtyard affairs can accommodate 200 persons, 150 for sit-down dining.
- The Great Lawn can accommodate 300 persons.
- With valet parkers, the campus can accommodate 150 cars.

GUIDELINES

1. **For groups of 100 or less guests:**
 - a. Clients must secure one (1) off-duty police officer for the event. A copy of the application, receipt for fee paid and the name of the officer must be provided to La Pietra within three (3) days of the event.
2. **For groups with over 100 guests:**
 - a. A professional event planner is required to oversee the coordination and execution of the event, serving as the point of contact for your vendors and the La Pietra personnel assigned on the day of the event. The planner must be on-site for set-up and breakdown, from the first arrival to the last departure.
 - b. Clients must secure two (2) off-duty police officers for the event. A copy of the application and receipt for fee paid must be provided to La Pietra within three (3) days of the event.
3. Events requiring parking of **more than 50 cars** require insured valets. Parking on the grass is never allowed.
4. Restrooms for private events are located in the Fountain Courtyard.
5. Rentals include exterior properties only, with specific exceptions (restrooms, kitchen, Senior Lounge*). Classrooms, Student Learning Center, and main office doors will be locked and unavailable.
6. All set up and take down activities are the Client's responsibility and must be completed within the time frame designated on the Site Use Reservation Agreement, beginning no earlier than 8:00 am and ending no later than 10:30 pm.
7. Amplification for any event has limits and should be discussed in advance. Amplified music and other loud noises are not permitted on the side lawn, adjacent to the Hau Arbor.
8. Rehearsals, photo shoots, and changes in set-up/breakdown times are subject to additional fees and require advanced scheduling; school activities take precedence. Events may never interfere with the school's programs. A Site Use Reservation Agreement is required for photo shoots scheduled outside of the event date,
9. Planters, benches, and other furnishings must be returned to their initial placement if moved. Any damages incurred in moving items to/from their original placement will be deducted from the security deposit.
10. Smoking is not permitted at La Pietra, anywhere on the premises. Open flames, including but not limited to votive candles, are also not permitted.
11. Alcoholic beverages will not be served to minors.
12. Photographers must have clearance to use the school grounds. A Reservation Form must be completed and the site use fee paid in advance.

CERTIFICATE OF INSURANCE COVERAGE General liability insurance must be provided by the renting party which names *La Pietra – Hawaii School for Girls, its Directors, Trustees, Officers, Administrators, Employees, and Agents* as additional insured. The renting party is further obligated to collect and furnish certificates of insurance that includes workers compensation coverage for all vendors as mandated by law.

ELECTRICAL Large-scale electrical needs that exceed the available amperage (80 amps) must be cleared with the school in advance and will require a separately coordinated generator. This applies especially to musical events using amplification provided by renters on the Great Lawn.

EQUIPMENT Clients and vendors are responsible for providing their own equipment and supplies. If chafers are used, they are not to be left unattended.

SETTING UP AND CLEANING UP Set-up and cleanup time must be included in the reservation. Campus gates open no earlier than 8:00AM on Saturday. The campus gates close no later than 10:30 pm. The Client assumes all responsibility for set up, deliveries, clean up, and all vendor and guest arrivals and departures. All wires/tapes and floral decorations (including loose petals) must be removed during cleanup. Nothing should be nailed to our structures.