EVENT AREAS
Thank you for inquiring about the use of our University of Hawai`i West O`ahu (UHWO) facilities. Listed below are information and details for the utilization of our EVENT areas.

Our Multi-Purpose Ballroom is outfitted with panoramic windows and vaulted ceilings that offer natural light and mountain views. Equipped with automated shades to accommodate audio visual presentations, the Multi-Purpose Ballroom is a beautiful and functional venue suitable for academic, business and social events. At 3,840 square feet, recommended seating capacity is 200 guests, banquet style.

Truly one of the focal points of the campus and perfect for a “cozy” outdoor reception of 3,000; The Great Lawn offers over 88,000 square feet of open event space.

Our Dining Hall is open Monday thru Friday from 7:00 am to 7:00 pm (subject to change). Outside normal operating hours, the Dining Hall may be used as a venue in conjunction with food & beverages provided by our on-campus vendor.

RESERVATIONS
Please contact:
UHWO Food Services and Events (FSE)
University of Hawai`i – West O`ahu
91-1001 Farrington Highway
Kapolei, HI 96707
Phone: 808-689-2528
Email: uhwofse@hawaii.edu

**UHWO Academic Events have priority on all Event space. Confirmation of all events is at the discretion of the University and subject to Administrative Rules, policies and procedures, and availability of facilities, resources AND staff.

A tentative reservation may be made a maximum of 6 months prior to an event date. Reservations must be made a minimum of 30 days prior to your requested event date and confirmed with a signed Facilities Use Agreement and Proforma, a Certificate of Insurance, and non-refundable *deposit.

*Deposits are equal to 10% of your estimated minimum (rounded to the nearest dollar), but not less than $50.00. The deposit will be applied to your final payment.

Details must be finalized a minimum of 2 weeks prior to your event date. A guarantee, additional required documentation and full pre-payment are due a minimum of 5 business days prior to the event.

Should these requirements not be met by the specified due date(s), your reservation will be cancelled and UHWO will be under no further obligation.
FEES
Please find attached our Events Price List detailing room rental, labor, equipment and audio visual fees. At the discretion of UHWO, Labor charges for Food Services and Events Staff, Security and Custodial Staff will apply to events requiring additional service and/or are outside of normal scheduled operating hours (M-F 9am-4pm) and holidays.

FACILITY USE AGREEMENT
All Users must agree to and return a signed Facility Use Agreement a minimum of two weeks prior to scheduled event date(s).

PUBLIC LIABILITY INSURANCE REQUIREMENT
Pursuant to Executive Policy E8.207 and Administrative Procedure A8.400 Risk Management, UHWO requires that All Users and Vendors must submit a Certificate of Comprehensive General Liability insurance including products liability in the following minimum amounts:

- Bodily Injury $1,000,000 per occurrence
- Property Damage $1,000,000 per occurrence

The above certificate of insurance shall name the University of Hawaii and the STATE OF HAWAII and their officers, employees, and agents as additional insurers.

Certificates must be submitted to UH West O'ahu a minimum of two weeks prior to scheduled event date(s).

FOOD & BEVERAGE IN EVENT AREAS

On Campus Vendor:
- It is our preference to utilize our on-campus vendor for food and beverage services. Please contact Lynn Reyes, Event Planner at 808-689-2526 or lynnkr@hawaii.edu for arrangements.

Own Food & Beverages:
If our on-campus vendor is unable to meet User’s requirements, with the approval of UHWO Food Services, User may arrange to provide their own food and beverages with the following stipulations and advanced documentation:

- User must agree to and return a signed Food and Beverage Waiver and/or Special Event Permit.
- User must abide by and provide a copy of the (approved) Special Event Permit from the State of Hawaii, Department of Health, Sanitation Branch. Hawaii Administrative Rule Title 11, Chapter 50, section 3(a) states that no person may operate a food establishment without a valid permit. Any person who intends to operate a food establishment in conjunction with a special event may apply for a special event food establishment permit. A special event is a planned activity where food is distributed to the public with or without charge at a public or privately owned property. This may include a sporting event, carnival, farmers market, religious organization function, fairs or other similar gatherings. http://health.hawaii.gov/san/special-event-permit-applications/.
- Effective September 2018, Food Handlers Education certification* requires at least one person present during operating hours to have a formal food handlers training level certification. User must provide UHWO FSE the name of certified handler and proof of certification.
FOOD & BEVERAGE IN EVENT AREAS (continued):

Own Food & Beverages (continued):
- It is the User’s responsibility to follow proper food safety and handling practices (Keep hot food above 135°F. Keep cold food below 41°F. Practice regular hand washing. No bare hand contact with ready to eat foods.)
- All foods must be delivered ready to serve. Cooking/Warming is not allowed.
- User is responsible for handling delivery, service and providing all wares (i.e. plates, utensils, napkins, cups, coolers, serving platters, serving utensils, etc.). Note: Kitchen facilities are not available.

- A Forkage Fee (per occurrence) and a Trash Disposal Fee (per occurrence) will apply.

Outside Vendors:
If our on-campus vendor is unable to meet User’s requirements, with the approval of UHWO Food Services, User may contract the services of an Outside Vendor. Fees will be assessed for facility use and Vendors will be required to provide, in advance, the following documentation:

- Vendor must abide by and provide a copy of the (approved) Special Event Permit from the State of Hawaii, Department of Health, Sanitation Branch. Hawaii Administrative Rule Title 11, Chapter 50, section 3(a) states that no person may operate a food establishment without a valid permit. Any person who intends to operate a food establishment in conjunction with a special event may apply for a special event food establishment permit. A special event is a planned activity where food is distributed to the public with or without charge at a public or privately owned property. This may include a sporting event, carnival, farmers market, religious organization function, fairs or other similar gatherings.
- Effective September 2018, Food Handlers Education certification* requires at least one person present during operating hours to have a formal food handlers training level certification. User must provide UHWO FSE the name of certified handler and proof of certification.
- A copy of State General Excise Tax License
- UHWO Facilities Use Agreement Form
- UHWO Food & Beverage Liability Form
- Copy of Business Liability Insurance Policy ($1M) naming the University of Hawaii and the State of Hawaii as additional insurers.

It is the User’s responsibility to:
- Coordinate and handle all details of vendors’ requirements.
- Ensure that UHWO Food Services receives all documentation a minimum of 1 week PRIOR to event date. (Note: Should documentation not be received; vendor will not be allowed to serve on campus.)
- Ensure that vendor abides by Special Event Permit and follows proper food safety and handling practices (i.e. maintain proper food temperature, sanitation, etc.)
- Vendor will deliver all foods ready to serve. Vendor will deliver and replenish foods ONLY. (Kitchen facilities are not available.)
- Disposal of Trash. Trash must be removed from the room/area and disposed of IN the trash bin located in Campus Center Loading Dock. (A Recycle bin is located in the back of the Library Resource Building.) A fee will be assessed for improper disposal.

Alcoholic Beverages:
UH West O’ahu is currently an ALCOHOL-FREE Campus. (Alcoholic beverages may not be consumed on campus grounds.)

Policies are subject to change without notice.
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JAM/LYR 02/05/2019