

CTC Facility Policies & Procedures

- 1) **Eligibility:** CTC rooms are available to BIA members and non-members for company meetings, training or events related to the Building Industry. Requests for non-industry events will not be accepted.
- 2) **Hours of Operation:** All rooms are available from 7:30AM – 5:00PM, Monday – Friday, except for holidays and other BIA blackout dates. Evenings and Weekends are negotiable and additional charges will apply.
- 3) **Room Capacity:** Seating capacity is based on classroom seating with 6-foot rectangle tables and 2 chairs per table. Room capacity will vary for banquet seating, conference seating and theater seating. 6-foot round tables available for banquet seating; additional charges may apply.
- 4) **Deposits and Payments:** A signed Policies and Procedures form and deposit are required to reserve your event.
 - a. To reserve a room, a 25% **non-refundable** deposit is required upon booking date. The balance is due 2 weeks prior to the event date.
 - b. All room charges are subject to 4.712% Hawaii State GET Tax.
 - c. Payments accepted by credit card (MC, VISA, AMEX), check or cash.
- 5) **Cancellations:**
 - a. Cancellations made **two (2) weeks prior to the event date will be refunded 75%** of the total room rental amount, provided entire amount has been received by BIA.
 - b. Cancellations made **less than two (2) weeks from the event date will be refunded 50%** of the total room rental amount. (This includes up to a day before. If less than 1 week, there is no refund.)
- 6) **Incidental Charges:** Corresponding repair fees and costs resulting from damages incurred due to failure to follow any policies and procedures will be renter's liability.
- 7) **Liability Insurance:** Upon the signing and submittal of this agreement, Client(s) shall provide a certificate of General Liability Insurance naming the following as additionally insured:
 - a. The Building Industry Association of Hawaii and its "DBA" the Construction Training Center of the Pacific located at 94-487 Akoki Street, Waipahu, Hawaii 96797.
 - b. Such insurance shall have a combined single limit in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.
 - c. Certificate of Insurance shall cover the period of time stated in this rental agreement.
- 8) **Audio/Visual:** All rooms are equipped with a projector, projector screen, and built-in speakers. Other equipment available for an additional charge.
- 9) **Laptop Use:** Please bring your own laptop(s) for your presentations. Wireless internet access is available for attendees at no charge.
- 10) **Deliveries:** Shipping/delivery of materials must be approved by CTC. Client(s) must provide CTC-Pacific with shipping/delivery information 2 weeks prior to event. Client is responsible for all aspects of shipping/delivery of materials. CTC does not assist in or provide equipment for offloading of materials at any time. Storage fees may apply if delivering prior to event date.
- 11) **Food & Beverage:** Outside food and non-alcoholic drinks may be brought into the facility. Food must be catered from a licensed kitchen. Coolers are available for your use at no charge. In the event that food is to be delivered, the client is required to be present to receive the delivery. The renter is responsible for removing all leftover food and beverages from the premises. Continental breakfast, coffee/tea, and snacks available through CTC for an additional charge.

- 12) **Clean-up:** The client is responsible for returning the room to its original condition.
- 13) **Parking:** Parking is available in either of CTC's two parking lots. Street parking is available on Akoki Street or Malakeke Street.
- 14) **Event Registration & Marketing:** The client is responsible for their own registration and invitations/marketing of their event. If the event is open to all industry members, BIA can market the event on BIA's website and in the weekly e-newsletter for an additional fee.
- 15) **Loss or Damage:** CTC-Pacific is not responsible for any damages or loss of your personal and or entertainment articles placed or left in the Center prior to, during or following the function.
- 16) **Smoke-Free Facility:** CTC-Pacific is a SMOKE-FREE facility. In compliance with the smoke-free ordinance passed by the Honolulu City Council, smokers must stay at least 20 feet away from any building entrance, exit or open window. If you're caught smoking in a restricted area, you can be fined up to \$50 for the first violation.
- 17) **Injury to Persons:** Client(s) is fully responsible for any injury to any and all persons arising from the use of the premises by acts of Client(s), its agents, employees, guests, licensees, or invitees. Client(s) shall indemnify, defend, hold and save the Falcon Center harmless from all loss, liability, actions, or damages of every nature and kind arising or caused from or on account of the use of the CTC-Pacific premises by Client(s), its agents, employees, guests, licensees or invitees.
- 18) **Damage to Property:** Client(s) is fully responsible for damages to the premises during the time premises are under the care, Custody, and control of Client(s) or any independent vendor and/or contractor hired by Client(s). Possession or risk of loss of any items left at the CTC-Pacific by Client(s) shall remain with Client(s). Client(s) specifically waives any claim for loss of damages to such items whether or not caused by any action or omission of the CTC-Pacific, its agents or employees and shall indemnify, defend, hold and save the CTC-Pacific harmless therefrom. (Arrangements must be made for security of exhibit, merchandise or artifacts set up for display prior to the planned function.) Client(s) shall be responsible for loss or damage to equipment on loan or rented from the CTC-Pacific and are under Client(s)'s control or the control of any independent vendor or contractor hired by Client(s). If any such items are lost, stolen, or damaged, Client(s) will be liable for the replacement or repair of the item.
- 19) **Fire Hazards:** Client(s) shall not do or permit to be done anything in or on any part of the building, or bring or keep anything in the building, which will in any way increase conditions of any insurance policy upon the building or any part of the building, or in any way increase the rate of fire or liability insurance upon the building or property kept in the building, or in any way conflict with the regulations of the fire department or with any of the rules, regulations, or ordinances of the City and County of Honolulu or in any way obstruct or interfere with the rights of other tenants in the building or injure or annoy them. Client(s) shall not, without the prior written consent of the CTC-Pacific, put up or operate any engine or machinery on the demised premises or use oils, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes.
- 20) **Indemnification:** Client(s) covenants and agrees to save the CTC-Pacific harmless and to indemnify the CTC-Pacific against any and all claims or liabilities for compensation under any state or federal law and/or any other public liability or property damage liability that may arise or accrue by reason of the use by Client(s) of the premises.
- 21) **Rules and Regulations:** Client(s) shall abide by and conform to all rules and regulations adopted or prescribed by the CTC-Pacific for the government and management of the facilities.
- 22) CTC-Pacific shall not be responsible nor held liable for failure to carry out arrangements under this reservation should any event occur beyond its control due to industrial disputes or acts of God.

23) CTC-Pacific reserves the right to cancel any function for which the above terms of the contract have either not been fulfilled or have been violated prior to or during the event.

I have read and understand the conditions outlined on the CTC-Pacific Facility Rental Policies & Procedures and agree to comply with said conditions.

Print Name

Signature

Date