



CONDITIONS AND GUIDELINES FOR THE USE OF WASHINGTON PLACE

JULY 10, 2024

WASHINGTON PLACE

320 South Beretania Street, Honolulu Hawaii 96813

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OVERVIEW

Washington Place is the only Governor's residence in the United States that once belonged to a royal family. It is a symbol of Hawai'i's past and continues to richly evoke the Hawaiian legacy of Queen Lili'uokalani and her family. The property also serves as the official residence of the Governor of the State of Hawai'i.

Events at Washington Place should appropriately reflect this "Hawaiian sense of place." All events held on the property are to be officially hosted by the Governor and the First Lady. As such, events should be held with the proper respect and decorum befitting this historical mansion, and be mindful that Washington Place is the Governor's residence. It is important that those holding an event at Washington Place share with their guests the historical significance of Washington Place as the former home of Queen Lili'uokalani and the Royal Family and as the current home of the Governor of Hawai'i and their family. Events should stimulate interest among guests about the home's history and the role Washington Place has played in Hawai'i's history.

The following guidelines will serve as conditions for the use of Washington Place.

All events are subject to approval through the online [Facility Use Request Form](#) application process.

HOUSE RULES

It is the responsibility of the person(s) or organization(s) requesting use of the property ("User") to ensure that guests are made aware of, and comply with, the house rules.

The Washington Place property includes the Governor's private residence and the Washington Place Mansion. There is a distinguishable driveway between the Governor's private residence and the mansion. No catering staff, event workers, volunteers, or guests may cross this driveway into the Governor's private residential area to respect the privacy of the Governor.

Food and beverages are not permitted in the mansion. Areas of the mansion and property that are off limits are identified and cordoned off by ropes and stanchions. Children must always be accompanied by an adult.

Appropriate attire is required (slippers, shorts and tank tops are *not* permitted).

Washington Place is state property. Therefore, smoking, and electronic cigarettes are prohibited on the premises.

MEDIA AND PUBLIC RELATIONS

If a press release is to be issued or the media invited to the event, the Governor's Communications Staff must be contacted by email to at gov.communications@hawaii.gov

with a copy to the Director of Washington Place at cameron.heen@hawaii.gov and provided with the names of the invited reporters and photographers. The approval of the Governor's Communication Staff must be obtained prior to the issuance of any press release.

A confirmation for event space does not mean the Governor and/or the First Lady will speak at the event and if schedule permits, the Governor and/or the First Lady will provide welcome remarks.

See photography and video guidelines for additional requirements:
<https://washingtonplace.hawaii.gov/news-and-events/events-and-filming-request/>

USER RESPONSIBILITIES

The User will ensure that these conditions and guidelines are met and will be responsible for all expenses the User may incur.

- The User agrees to be responsible for all loss, damage, cost and expenses, including attorney's fees and all claims, suits, and demands, arising out of or resulting from the acts or omissions of the User, User's guests, volunteers, caterer, florist, entertainers, event workers, and anyone else invited by User, in the use of the Washington Place property.
- The User waives any cause of action against the State of Hawaii, and its employees, officers, and agents for any injuries or damages arising from the User's use of the Washington Place property, and releases the State and its employees, officers, and agents of any liability arising from the same.
- The User will provide proof of liability insurance to cover events on State premises.
- The User is required to be on-site prior to the arrival of any catering staff, event volunteers, entertainers, etc. and is responsible for all communications and coordination among all support staff and volunteers.

WASHINGTON PLACE FACILITY USE FEES

Washington Place is a registered National Historic Landmark, supported and maintained by public and private funds. All user fees will be deposited into a Washington Place Trust Fund, specifically established to assist with the historic research, preservation, education, repair, maintenance, and restoration of Washington Place. Usage Fees are non-refundable.

<u>Group</u>	<u>Usage Fee</u>
- General	\$7,500
- Non-Profit*	\$750 (under 150 guests) \$1,000 (150-300 guests) \$2,000 (300+ guests)

*Non-profit events with a fundraising focus start at \$1,500.00. Total fee to be determined following receipt of application based on size and nature of fundraising event.

- Government	No Fee
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INSURANCE REQUIREMENT AND CERTIFICATE OF INSURANCE

Requests for waivers to the insurance requirements must be submitted in writing to the Director of Washington Place and include an explanation to accompany the request to use the property; Washington Place reserves the right to consider this in the review process in order to protect Washington Place and Washington Place property.

1. General Liability
(including Liquor Liability and Products and Complete Operations coverage, as applicable)

\$1,000,000 per occurrence

Above mentioned policy shall:

- Include the State of Hawaii as an additional insured.
- Indicate that the said policies are primary and non-contributory.
- Shall have a Waiver of Subrogation in favor of the State of Hawaii.

2. Vendors' Worker's Compensation

- Provide statutory limits.
- Shall have a Waiver of Subrogation in favor of the State of Hawaii.

Indemnification. The User agrees to defend, indemnify, and hold harmless the State, and its officers, employees, and agents from and against all liability, loss, damage, cost and expense, including all attorney's fees, and all claims, suits, and demands, therefore, arising out of or resulting from the acts or omissions of the User or the User's employees, officers, agents, guests, volunteers, or anyone else the User invites onto the property under this Agreement.

INSURANCE OF User's CONTRACTORS/VENDORS REQUIRED. The User shall require all of its contractors or sub-contractors/vendors of any tier, if any, to procure and maintain without interruption insurance equivalent to the required coverages discussed herein. The User shall be required to maintain a record of all such sub-contractors/vendors coverages, and, at the written request of the State, the User shall furnish the Director of Washington Place appropriate documentary evidence of such coverages for any or all such sub-contractors/vendors.

FINANCIAL RESPONSIBILITY. The User accepts financial responsibility for any damaged item and shall pay for repair or replacement cost of the damaged item should damage or loss occur as a result of User's gross negligence. Washington Place reserves the right to adjust the value of any damaged item based on the appraised market value.

DAMAGE OR LOSS. If any item is damaged or lost, the User must notify the Director of Washington Place immediately, then submit a written report, describing the circumstances involved in the damage or loss. The Director of Washington Place may also require completion of a physical evaluation form. If a theft occurs, the Deputy Sheriff must notify the police, obtain a police report, and forward the report to the Director of Washington Place for inventory purposes.

Mail the Certificate of Insurance to:

Director of Washington Place
Washington Place
320 S. Beretania Street
Honolulu, Hawai'i 96813
Email: cameron.heen@hawaii.gov
(808)586-0242 Office
(808)586-0790 Fax

REQUEST PROCESS

An official request must be made in writing by completing the Washington Place Facility Use form. Any pertinent information outlining the event along with a background of the User is also required. Requests should include the user's plans of how the event will stimulate historical interest among guests, purpose of the event, estimated guest count, etc. Requests must be made at least **90 days** prior to the date of the event to allow for sufficient time for review and processing.

1. Submit the request form via the Washington Place Website ([Facility Use Request Form](#)) (preferred), in hard copy to the address below, or by email to cameron.heen@hawaii.gov. How your event will stimulate historical interest in Washington Place and the relevance in holding your event at Washington Place will be taken into consideration in reviewing your request.

Mail Request to:

Director of Washington Place
Washington Place
320 S. Beretania Street
Honolulu, Hawaii 96813

2. The Washington Place Facility Use Form will be provided upon request by emailing the Director of Washington Place at WashingtonPI@hawaii.gov:
3. Complete all fields, incomplete Forms will be returned without action.
4. Upon approval, please be prepared to provide Certificates of Insurance to meet insurance requirements as outlined in the guidelines. The certificates will be required to be submitted by mail to the above address or by email to cameron.heen@hawaii.gov as a condition of event approval.

CONTACT INFORMATION

For further information, please contact:

Director of Washington Place
Washington Place
320 S. Beretania Street
Honolulu, Hawai'i 96813
Email: Cameron.Heen@hawaii.gov
(808)586-0242 Office
(808)586-0790 Fax

CONFIRMATION

Approved requests will be confirmed at least 90 days prior to the event. This timetable will allow the availability of Washington Place for any official Governor's or State event. **The Office of the Governor reserves the right to deny any request or reassign your event date if there are conflicts in schedules at any time.**

EVENT HOURS

The recommended hours for functions at Washington Place are:

Type of Function	Start Time	End Time	Off Property By
Breakfast	7:30 am	9:30 am	10:30 am

Lunch	11:30 am	1:30 pm	2:30 pm
Receptions	5:30 pm	7:30 pm	8:30 pm
Dinner	6:00 pm	8:30 pm	9:30 pm

Any request for advance set-up of equipment must be made during the initial planning stage.

- The request will be confirmed on an individual basis.
- **All function activity must conclude by the times established above.** Guests and caterers must be off the premise by this time.

DOCENT TOURS

Tours of Washington Place led by docents, and to be held in conjunction with the event, may be requested. Tours may be formally scheduled within the event timeframe or included as a passive experience for guests as they enter the home and experience the event.

Docents guide visitors and share their research and knowledge of Washington Place, the Queen, and past governors who resided there. When requesting docents, be mindful that they are volunteering their time and service to be here.

Please be advised that your request may be denied due to the unavailability of docents.

UPON APPROVAL

INVITATIONS

Invitations, including electronic-format invitations must be submitted for prior approval to the Office of the Governor, Protocol Officer.

Invited guests should be informed of ADA-compliant access points to the home, available on the Washington Place website:

<https://washingtonplace.hawaii.gov/tours-and-gardens/tour-guidelines-policies/>

Invited guests should also be informed of the event's attire (aloha, business, semi-formal, evening) and parking information. Parking information is available on the Washington Place website: <https://washingtonplace.hawaii.gov/contact-us/>

Printing costs incurred are the responsibility of the user. Exceptions to the invitation requirements may be considered by the Governor's Protocol Officer.

Invitation examples are provided in Appendix A.

ENTERTAINMENT

The User may provide entertainment for the event. If entertainers are provided:

- Entertainers must report at least a half hour prior to the event start time, or even earlier to set-up their own sound system.
- A grand piano is available for the entertainer's use. A tuning fee will be charged to the User, as applicable.
- Only entertainment that is in good taste, respectful of historic Washington Place, and of moderate volume will be permitted.
- A list of entertainers' names must be submitted to this office at least five (5) calendar days prior to the event for security purposes as well as for final approval.

PROGRAM, GUEST, AND EVENT WORKER LISTS AND NAMETAGS

The Request Form includes a section to indicate if the Governor and/or the First Lady is requested to speak at the event. Schedule permitting, the Governor and/or the First Lady will make welcome remarks however, reserve the right to respectfully decline to speak at the event.

The following is required at least five (5) days prior to the event for purposes of security:

- A program timeline with a period reserved for reviewing house rules and emergency evacuation location with guests;
- One (1) typed alphabetized Guest List (which includes the guest's first and last name as well as address); and
- One (1) typed Event Workers List including the names of all catering staff, event workers, entertainers, and volunteers, along with the individual's affiliation to the event and arrival time.

Nametags are to be prepared for all guests and placed in alphabetical order on the reception table at least 30 minutes prior to the event start time.

Because of the proximity of the event to the Governor's private residence and surroundings, the User agrees the Sheriff assigned to the event may deny persons entry to the property, and may perform bag searches, at any time during the event.

STAFF OR VOLUNTEERS

A minimum of six (6) individuals are required to assist with hosting the event:

- A minimum of two (2) individuals who are familiar with the guest list to be stationed at the front gate with an alphabetical guest checklist. Guests who are not on the guest list will be flagged and verified with the User before entry to Washington Place.
- A minimum of two (2) individuals to staff the reception table for nametag distribution and welcoming guests. Nametags should be pre-printed and placed in alphabetical order. The purchase and printing of nametags are the responsibility of the User. Food and beverage are not to be consumed at the reception table.
- Two (2) individuals to serve as the operational host or hostess for the event. They must remain stationed at the steps of the patio during the event to ensure that food and beverage are confined to the patio area.

CATERERS AND EQUIPMENT VENDORS

It is the responsibility of the User and caterer to ensure food safety. The main food preparation needs to have been prepared at a certified kitchen carrying a green or yellow State of Hawaii Department of Health food safety placard that is to be displayed at the caterer's food preparation tent during the event. **Caterers will be required to provide this office with a Certificate of Insurance and a Caterers Permit from the Department of Health prior to the event.** All health, sanitation, and food handling requirements must always be strictly observed. Upon booking a caterer, the User may inquire if a caterer has met these conditions and the Certificate of Insurance and Caterers Permit are on file with this office.

Upon approval of the event, the Caterer will be required to:

- Provide a Certificate of Insurance with a minimum of \$1,000,000 comprehensive liability, showing the State of Hawai'i as "additional insured."

Mail the Certificate of Insurance to:

**Director of Washington Place
Washington Place
320 S. Beretania Street
Honolulu, Hawai'i 96813
Email: Cameron.Heen@hawaii.gov
(808)586-0242 Office
(808)586-0790 Fax**

- Submit a menu and proposed table layout to this office and will be responsible for event set-up, servicing, and clean up.
- Be present and available throughout the event.
- Provide trash receptacles and trash bags, ensure guests are serviced throughout the event, and remove trash receptacles and trash bags from Washington Place at the end of the event.

Prior catering experience at Washington Place is recommended. **The Washington Place kitchen facilities and supplies are not available for Users' or caterers' use.** As directed by the Department of Health, a kitchen tent and hand-washing sink are required. Only freestanding tents are permitted.

Drop-off food service requires prior approval.

In an effort to support locally grown foods and products, it is suggested that your caterer provide and promote locally grown foods and products for your event.

Catering staff should use the Washington Place restrooms that are designated for event guests. Catering personnel are not allowed access across the Governor's driveway to use the outdoor Washington Place staff restrooms.

EQUIPMENT

Catering staff and equipment vendors should not lean any equipment against the Washington Place structures.

Equipment should not be dragged but carried and placed in the designated area.

There is limited electrical power on property. Please provide wattage and amperage needs for all power equipment prior to set up. A portable generator may be required if electrical needs exceed the property's capabilities.

The lawn is equipped with an underground sprinkler system. It will be the responsibility of the caterer or vendor to notify this office about the placement of any tents that will be secured with spikes. Any damages to the system will be assessed against the User.

Clean up is to begin immediately at the end of the event. Caterers must depart no later than 9:30pm for all evening functions.

Patio equipment must be returned to its original location.

RECEPTION OR BUFFET

Food stations and tables must be clothed and skirted. Hot food items must be served in chafing dishes with sternos, and cold items must be served on ice or chilled in bowls or

trays. China, silverware, and glassware are preferred for all events; substitutes must receive prior approval.

SIT-DOWN SERVICE

China, glassware, and silverware must be used for sit-down service. Table linens will be dressed in cloths and napkins. Centerpieces are also recommended.

FOOD PREPARATION AND DISH-OUT TENT

Required for food preparation:

- A covered tent for food preparation and dish-out.
- A sink with running water, soap dispenser, paper hand towels and a container to collect wastewater.
- Food preparation employees must wear hair netting and latex gloves when handling food.
- Food must be stored at proper temperatures, cold items at 45 degrees or below and hot items at 140 degrees or higher.
- Barbecuing or any other type of cooking on the premises must be pre-approved. If approval is granted, a fire extinguisher must be available.

BEVERAGE SERVICE

Beer and wine service may be permitted if pre-approved by this office. Requirements for beer and wine service:

- City and County of Honolulu liquor laws and rules of the Liquor Commission will be strictly followed.
- Only a registered server with a liquor license may dispense liquor to your guests.

PARKING AND VALET

Parking on the property is very limited with only four (4) spaces available for the disabled, the User, and the caterers. **Parking is not allowed at the Porte Cochere of Washington Place.**

For security purposes, the following information must be provided to the Director of Washington Place for each vehicle that will be driven or parked on the premises of Washington Place:

- Driver and passenger names
- Make of vehicle
- Vehicle license number
- Entry date and time of arrival

The Department of Health parking lot, adjacent to Washington Place, is available weekday evenings after 4:00pm and anytime on weekends. Nearby municipal parking lots are available anytime during the week. Further parking details are available here: <https://washingtonplace.hawaii.gov/contact-us/>

SECURITY AND ENTRY/EXIT ACCESS

ENTRY AND EXIT ACCESS

The User is responsible for checking-in and confirming the identities of all persons arriving for the event, including walk-on catering staff, event workers, volunteers, and guests; entry is allowed only at the Beretania Street front gate entrance. The User may designate this task to a staff member or volunteer who is able to confirm the identities.

All guests – including caterers, drivers, staff members, event workers, and volunteers – are subject to search by a deputy sheriff. Guests entering the front gate may be subject to a bag inspection.

The names of all catering and event personnel must be submitted to this office four (4) days prior to the event for security clearance. All persons should be prepared to provide photo identification.

SECURITY

The User is responsible for hiring a minimum of one special duty deputy sheriff for eight (8) hours at \$45.00 per hour to control the front gate and traffic on the property. The deputy sheriff should be present two hours prior to start of the event and one hour after the end of event.

Events with 200 persons in attendance require hiring a minimum of two (2) special duty deputy sheriffs.

If the User is unable to be on-site prior to the arrival of all catering staff, event workers, and volunteers, one deputy sheriff must be assigned to check-in duty, and must be on-site prior to the arrival of any catering staff, event workers, and volunteers. Once the event begins, the deputy will not be responsible to check-in any individuals, including any guests.

Payment must be by check and made directly to the deputy sheriff(s) hired for the event and remitted on the date of the event. Please contact the Director of Washington Place by email at Cameron.Heen@hawaii.gov to arrange for the hiring of a special duty deputy sheriff.

All requests should include and indicated on the Washington Place Facility Use Form:

- Event organizer and organization name
- Contact address and phone number
- Date of event
- Time frame requested for the deputy sheriff(s)

All state agencies hosting events at Washington Place are to contact this office directly to schedule a special duty deputy sheriff.

EVENT CHECKLIST (Optional – For Requestor’s Use)

Item	Additional Document to Submit to WP	Date Submitted for Review/Approval
Invitations:		
- Final proofs submitted to the Office of the Governor, Protocol Officer for approval		
Security Clearance – submit five (5) calendar days prior to event, typed out.		
- Guest list that includes name & address		
- Event Workers List to include affiliation to the event & arrival time		
- Event Volunteer Workers List to include affiliation to the event & arrival time		
- Entertainers		
- Media (if applicable), provide to the Governor’s Communications Staff names of reporters and photographers through the Director of Washington Place.		
- Valet Parking (if applicable), provide names of valet staff		
- Caterers and event personnel list		
- Equipment and Other Vendors’ personnel list		
- Vehicle Information for four (4) spaces on the Washington Place property: driver and passenger names, make of vehicle, vehicle license number, and entry date and time of arrival.		
Certificate of Insurance Certificates		
- Caterer’s Certificate of Insurance		
- All Other required Certificates of Insurance (as applicable)		
Caterer’s Requirements		
-Dept. of Health: kitchen tent		
-Dept. of Health: hand-washing sink with running water, soap dispenser, paper hand towels, and a container to collect wastewater is MANDATORY.		
-Food preparation employees must wear hair netting and latex gloves when handling food.		
-Food Temperature: Cold Items 45 degrees or less Hot Items 140 degrees or higher.		
-Submit menu & proposed table layout to the WP Director.		
-Trash Receptacles, trash bags		
-Provide wattage & amperage needs for all power equipment to WP Director. Provide portable generator if required.		
-Notify WP Director if tents need to be secured by spikes.		

APPENDIX A – SAMPLE INVITATIONS



Governor Josh Green, M.D. and First Lady Jaime Green
together with
the Consul-General of Australia
Ms Andrea Gleason and Professor Ben Reilly
request the pleasure of your company
at a Sundowner in celebration of

AUSTRALIA DAY

on Thursday January 26, 2023
from 5:30 to 7:30pm
at Washington Place
320 S Beretania St, Honolulu

Featuring musicians from the



HAWAI'I SYMPHONY ORCHESTRA

RSVP no later than

Thursday January 19, 2023

Dress: Aloha Crisp

RSVP.Honolulu@dfat.gov.au



GOVERNOR JOSH GREEN, M.D.
& FIRST LADY JAIME KANANI GREEN



Cordially Invite You

TO JOIN IN COMMEMORATING
MADD HAWAII'S



MONDAY | FEB 12, 2024

AT 5:30PM - 7:30PM

WASHINGTON PLACE
320 S BERETANIA ST., HONOLULU

BY INVITATION ONLY

R.S.V.P. BY JANUARY 31

For special accommodations or questions,
email 808madd@gmail.com -or- call (808) 532-6232
Aloha Attire | Heavy Pupus & Mocktails

Free parking available at Dept. of Health (L Lot),
enter via Miller St. or \$3 flat rate parking at the
Cathedral of St. Andrew, S. Beretania St.
Event entrance on Beretania via Front Gate.



Governor Josh Green, M.D. & First Lady Jaime Kanani Green
Together with
Papa Ola Lōkahi

Request the pleasure of your company to honor
distinguished service in Native Hawaiian health and
well-being at the

K'A'ŌNOHI AWARDS

JUNE 28TH, 2024 | WASHINGTON PLACE | 4:00PM

Pane ke 'olu'olu	polhi.org/RSVPKaonohi24 or manao@papaolokahi.org
Special Needs Request	808-597-6550
Dress Code	Aloha Sharp

Please RSVP by June 14th, 2024
This is an invitation-only event

Parking is free at Dept. of Health or \$3 flat rate at
The Cathedral of St. Andrew