



**KONA HISTORICAL SOCIETY  
Facility Rental Information Sheet**

**Address:**

P.O. Box 398  
Captain Cook, HI 96704-0398

**KHS:** 808-323-3222

**Fax:** 808-323-2398

**Location:**

81-6199 Mamalahoa Highway (Highway 11), approx. 14 miles south of Kailua Village.

**Facility History:**

The site was settled in 1850 by Englishman Henry Nicholas Greenwell, a merchant, dairyman, and rancher. The ruins of the original home are on the site, and the H.N. Greenwell Store (ca. 1870) has been restored and is open to visitors.

**Areas Available:**

There are 2 areas available: A large pasture area is located below the KHS offices and a smaller lawn area is located adjacent to the H.N. Greenwell Store Museum.

**Rental Hours:**

8:00 a.m. to 10:00 p.m.

**Amenities for  
an extra fee:**

The H.N. Greenwell Store Museum  
Portuguese Stone Oven bread baking

**Please call the KHS offices at 808-323-3222 for current pricing.**



## **KONA HISTORICAL SOCIETY FUNCTION SPACE GUIDELINES**

The Kona Historical Society reserves the right to deny services to any one individual, agents and/or organizations. Rules governing the use of the KHSFS shall be set by the KHS. It is the responsibility of each of us to help uphold the integrity of one of Hawaii's historically noted landmarks. The grounds of the KHSFS can be used for functions on request and tours of the Museum are an added feature on request.

- Application:** A Rental Contract applying for a function held on the Kona Historical Society Function Space must be submitted to the KHS business office.
- Security Deposit:** A security deposit of 25% of the final payment is required along with the thirty (30) day final payment. It will be returned in full the week following the event after a satisfactory inspection of the grounds.
- Multi-Day Rentals:** Fees for multiple-day rentals are predetermined by the KHS business office as use of the grounds is requested, taking into account the pro-rated fees per rate schedule, use of the grounds and accessibility of the grounds.
- First Option:** KHSFS will hold function space in advance for no more than a twelve-month period.
- Deposit:** A 50% deposit of the total charge of each function is required sixty (60) days prior to the date of the event with a final payment required thirty (30) days before the function.
- Insurance/Liability:** The User must furnish proof of insurance naming the KHSFS. A copy of the original must be mailed or faxed to the office thirty (30) days prior to function date.
- Cancellations:** Appropriate notice of cancellations must be given in writing, no later than thirty (30) days prior to the scheduled function.
- Inclement Weather:** KHS cannot be held responsible for inclement weather. All precautions should be taken by the User.
- Overtime Fee:** Functions may continue past the 10:00 p.m. cut-off with permission of the Executive Director; however, a \$200 overtime charge will be assessed and function must end no later than 11:00 p.m. Facilities are required to be vacated on a timely basis, in a clean and orderly condition. Lights and electrical appliances should be turned off at the conclusion of each event/program.
- Facility:** The grounds of the KHSFS are rented for the event requested; touring of the KCLHF museum is an added preferred amenity. The museum will commence closing no later than 9:00 p.m. during evening functions; otherwise, time according to the event will be set by the KHSFS.
- Vendor List:** A List of vendors the applicant is using per function, along with the signed contract, will be submitted to the KHS business office.
- Entertainment:** Loud music is prohibited. Music and entertainment should be appropriate to the historical setting and the fact that the KHSFS is an important cultural institution within the community. A noise abatement law prohibits the infringement on others' rights.
- Set-Up:** All arrangements for your event, including, but not limited to, set-up, catering, and decorations (if any), flowers and entertainment are the sole responsibility of the organizer(s). The use of nails, pins, staples and/or any form of tape to install decorations is absolutely prohibited. Special Requests for Set up and Breakdown required along with signed contract. Set up at 8:00 a.m. and Breakdown at 10:00 p.m. on the day of the function.
- Trash Removal:** The arrangement for trash removal is at the cost of applicant. Trash removal is required no later than 9:00 a.m. of the next business day.
- Liquor:** A permit from the Liquor Commission must be obtained by the User if liquor is to be sold on the premises. This applies if liquor will be purchased for cash, through the sale of drink tickets, or if the price of liquor is included in the attendance fee.
- Photography:** Professional photography of any kind requires a separate contract with fees and pre-approval is required.
- Fires/Smoking:** No fires of any kind are allowed on the grounds. This includes torches, grills, hibachi, etc. State fire codes are applicable. Smoking is prohibited in all buildings and on the site.
- Canopies/Tents:** A permit from the Hawaii Fire Department must be obtained by the User if canopies/tents are to be used on the premises.
- Security:** Cost to be incurred by User. Should a concern arise regarding the safety of the function guests and the grounds, staff and/or the KHSFS, a request may be made to obtain the needed security.
- Restroom:** Two restrooms are located on the site. Any additional restroom requirements will be at the User's cost to obtain a portable restroom.
- Parking:** Parking is available in designated parking areas.