

## *KULA BOTANICAL GARDEN, INC.*

638 KEKAULIKE AVE, KULA, MAUI, HAWAII 96790 \* (808) 878-1715 e-mail:kulabotanicalgarden@yahoo.com

Open 9am to 4pm Daily

Aloha,

Thank you for considering Kula Botanical Garden for your next event. The Botanical Garden has several smaller intimate areas and a couple larger areas to accommodate events of all sizes.

- The lawn is our largest flat area within the garden. It is located in the center of the Garden and accommodates up to 100 guests.
- The large gazebo is above the bird sanctuary and can accommodate approximately 15 people comfortably.
- The small gazebo is just above the lawn area overlooking the ravine and can accommodate 5 people.
- Our Event Space (aka the "Tree House") is perfect for a large event. Plenty of parking and space to accommodate large tents or inflatables.

If you are interested in hosting an event past our normal business hours then a \$45.00 per hour fee will apply and the latest we can host is 8pm at the Tree House or dusk within the Garden. We also offer rental of tables, chairs and tents - please see attached for pricing and availability. These items will be delivered to the area of the garden you choose. A representative from your party should be present at setup to ensure they are placed in the correct layout. If you are interested in a larger tent - there are several companies on Maui that can assist with that. Please be aware the largest tent the lawn area in the garden can accommodate is 30'x40'. A representative **MUST** be present at set up. Electric hook-ups can also be provided with advance requests and an additional fee.

For events that expect more than ten vehicles, we request that you make arrangements for guests to be shuttled from the parking lot at the entrance gate in front of the Garden.

We are happy to answer any questions you might have. We look forward to working with you.

Mahalo,

Kevin McCord, Kula Botanical Garden

Step one - Call Kuulei at 808-435-4049 to confirm your date is available.

Step two - Please complete the attached form and return with deposit

Office Use - Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Confirmed By: \_\_\_\_\_

**Event Reservation Form/Price Worksheet**

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**(808) 878-1715 e-mail: kbgmaui@yahoo.com**

Today's Date: \_\_\_\_\_

TYPE OF Event: \_\_\_\_\_ Date of event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

i.e. wedding, 1st Birthday, baby shower, etc.

Event Coordinator Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Area in the Garden the event will be held: (Please check off)

- Garden - Lawn (max 100pp)
- Garden - Small Gazebo (up to 7pp)
- Koi Pond Platform (up to 15pp)
- Garden - Large Gazebo (up to 15pp)
- Event Space "Tree House" (front of Garden in the Large Parking Lot) (up to 100pp)
- Other \_\_\_\_\_ (Please specify)

**CHARGES WORKSHEET:**

**Admission if Event is in GARDEN**

Adult \_\_\_\_\_ X \$10 (\$10/each) = \_\_\_\_\_ Large party discount – 13+ people admission is \$8.00 per Adult.

Children (12 and under) \_\_\_\_\_ X \$3 (\$3/each) = \_\_\_\_\_

**Admission Total** \_\_\_\_\_

Event Space (front of Garden "Tree House") \$250+\$3/person) \_\_\_\_\_ 4 Hour Rental

Event at "Tree House" lasting longer then 4hrs (\$75/hr after 4 hours) \_\_\_\_\_

After Hours(\$45./hr)Past 4pm \_\_\_\_\_

Lawn Area Reception usage fee (\$50) \_\_\_\_\_

Using outside vendors for tents, tables, etc. (\$50) \_\_\_\_\_

**Optional Add-ons:**

White Folding Chairs (10 minimum, 100 avail) \$3.00/chair \_\_\_\_\_

Tables (6 available-6 ft.) \$15/table \_\_\_\_\_

Tents:

10'x10' \$50 \_\_\_\_\_

12'x14' \$75 \_\_\_\_\_

Electrical Hook-up-Lawn or Treehouse \$50 each 20amp circuit or generator

**TOTAL ESTIMATED FEES:** \_\_\_\_\_

20% non-refundable Deposit or \$20 whichever is higher

Paid \_\_\_\_ cash \_\_\_\_ check # \_\_\_\_\_ Required to hold date.