Palikū Theatre Facility Use Application

7 Easy Steps to renting our theatre for your event

1) Phone us to check the dates you have in mind
   Call (808) 235-7330 to speak to the Theatre Manager, who is responsible for bookings, audience seating, ticket sales, ushers, refreshments and any other front-of-house operations. Once your dates have been determined:

2) Fill out and send in the form ASAP!
   A phone inquiry will not hold a date. Reservations for requested dates can still only be "penciled-in" when we receive your Rental Application.

3) Send us a deposit check as soon as you can
   Your event is only considered "reserved" when the Agreement is followed by a check for one performance day's rental of the theatre. Dates which are only "penciled-in" are at risk of being bumped by clients who are able to make a firm commitment with a deposit. We reserve the right to replace any client who has not sent a deposit and proof of insurance. The deposit is refundable only up until 90 days before the show.

4) Furnish proof of liability insurance
   Palikū Theatre is part of Windward Community College, a unit of the University of Hawaii system, governed by insurance rules spelled out on Page 2 of the actual application form. Please read the small print, because it is very important. All organizations must be covered by Liability Insurance. Proof of Insurance must be furnished at least 30 days prior to the event. Even if you have paid a deposit, your event can be cancelled and replaced if you have not furnished this proof and UH will not be liable for the consequences to you caused by that cancellation.

5) Contact the Technical Director about your staging, lights and sound
   The Technical Director is responsible for all matters involving the main stage and backstage areas, including stage configuration, tech installation and running times, lighting, audio, rigging and staging needs and technical staff. It is required that you contact the TD no later than 14 days prior to the show. He will determine the minimum technical staff needed for the function and will provide you a list of qualified technicians approved to work here.

6) Our Technical Manager is required anytime you are in the theatre
   Their time will be billed directly through WCC, along with the House Manager and the Facility Rental Fees. Other technicians you bring in will need to be approved by the TD at least 7 days prior to the show. You will be responsible to directly hire and pay all crew over and above the basic "Technical Manager." A Production Schedule is required 7 days in advance. Setup of sound and lighting equipment should be included in the schedule, which should provide for adequate lunch and dinner breaks.

7) You will get an invoice for your balance due from the University of Hawaii
   Your final invoice from us will cover the total actual daily facility costs, equipment rentals, the Tech Manager and House Manager, minus your initial deposit. Amount due is always based on actual times and conditions of your performances, and may differ from the original estimates if changes in event conditions warrant. All checks for final payment should be made out to University of Hawaii. You will pay all other technical crew directly. Checks are typically paid to them the day of the event after they present you an invoice.

Thank you for your interest in Palikū Theatre

We believe this is one of the finest venues in the state, and we strive to make every event as professionally produced as possible. We value your use of our facility and will do whatever we can to help make it a success, including promoting it in our own literature, when we know details far enough in advance, but we cannot be responsible for your event publicity, in print or on the Web. We look forward to having you as our "guest artists" at Palikū Theatre.

Our Phone Numbers: Theatre Manager Tom Holowach: (808) 235-7330
                             Technical Director R. Andrew Doan: (808) 561-9690

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