

KULA BOTANICAL GARDEN, INC.

638 KEKAULIKE AVE, KULA, MAUI, HAWAII 96790 * (808) 878-1715

e-mail: kgmaui@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. Events in this space and all other spaces within the Garden must conclude and be cleaned up by sunset (time varies depending on time of year).
- The large gazebo is above the bird sanctuary and can accommodate approximately 15 people comfortably (standing).
- 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 even a 140 foot water slide (we know someone you can rent it from).

If you are interested in hosting an event past our normal business hours then a \$50.00 per hour fee will apply. 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 at the entrance gate on the highway to our gift shop/entrance.

We do NOT require a wedding coordinator, however, we are happy to work with anyone you hire. Please call (Ku'ulei Makua (808) 435-4049) with any questions you might have. We look forward to working with you.

Mahalo,

Kevin McCord, Kula Botanical Garden

Step one - Call our event coordinator Ku'ulei Makua (808) 435-4049 to confirm your date is available.

Step two - Complete the attached form

Step three - You may email (kgmaui@yahoo.com), mail (638 Kekaulike Ave), or drop off the filled out form AND non-refundable deposit (check, cash, or venmo). Ku'ulei will send email confirmation that it has been received.

Office Use - Event Date: _____

Event Time: _____

Confirmed By: _____

Event Reservation Form/Price Worksheet

KULA BOTANICAL GARDEN, INC., 638 KEKAULIKE AVENUE, KULA, MAUI, HAWAII 96790

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

Today's Date: _____

TYPE OF Event: _____ Date of event: _____ Time: _____ to _____

Event Contact Person: _____ 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 5pp)
- Garden - Large Gazebo (up to 15pp)
- Event Space "Tree House" (front of Garden in the Large Parking Lot) (up to 100pp)

CHARGES WORKSHEET:

Admission if Event is in GARDEN

Adult _____ X \$15 (\$15/each) = _____ Large party discount – 10+ people admission is \$10.00 per Adult.

Children (12 and under) _____ X \$5 (\$5/each) = _____

Admission Total

Event Space (front of Garden "Tree House") \$250+\$5/person) _____ 4 Hour Rental

Events held in both Garden and Tree House will not be charged the \$5/person Tree House fee

Event Space "Tree House" event longer than 4hrs (\$75/hr after 4 hours) _____

Before or After Hours(\$50.00/hr)Anything NOT within the hours of 9a-4p _____

Will be applied in addition to any other charges.

Lawn Area Usage Fee (\$75) _____

Using outside vendors for tents, tables, etc. (\$75) _____

Setup time fee 1hr before and after event free-Extra time (\$35/Hr)(\$85/Hr After Hours) _____

Optional Add-ons: Ask about available quantities

White Folding Chairs (10 minimum) \$3.00/chair _____

Tables (6 ft.) \$15/table _____

Tents:

10'x10' \$50 _____

10'x15' \$85 _____

Electrical Hook-up-Lawn or Treehouse \$65 per 20AMP _____

TOTAL ESTIMATED FEES: _____

20% ***non-refundable*** Deposit (min of \$20.00) _____ cash _____ check # _____ Required to hold the date.

PLEASE HAVE A CREDIT CARD TO PUT ON FILE PRIOR TO EVENT.