

# *KULA BOTANICAL GARDEN, INC.*

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

e-mail: [kgmaui@yahoo.com](mailto: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 at the top of the garden 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 (standing).
- 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 **MUST** 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’. Electric hook-ups can also be provided with advance requests and an additional fee. An hour before and after the event is included for set-up and break-down. Any additional time needed for set-up will be charged accordingly.

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 and submit Event Reservation Form. You may email ( [kgmaui@yahoo.com](mailto:kgmaui@yahoo.com)), mail (638 Kekaulike Ave), or drop off the filled out form.

**Step three** - Pay the non-refundable deposit via cash, check or venmo (Ku’ulei can give you venmo information). And complete the Credit Card Authorization Form.

Adjustments for your event can be made up to 1 week prior to the event.

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: [kbhmaui@yahoo.com](mailto:kbhmaui@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 standing)
- Event Space "Tree House" (front of Garden in the Large Parking Lot) (up to 100 ppl)

### CHARGES WORKSHEET:

Admission if Event is in GARDEN

Adult \_\_\_\_\_ x \$15/each = \_\_\_\_\_ Large party discount – 10+ people admission is \$10.00 per Adult.

Children (12 and under) \_\_\_\_\_ x \$5/each = \_\_\_\_\_

#### Admission Total

Event Space (front of Garden "Tree House") \$250+ \_\_\_\_\_ (# of guests) x \$5 \_\_\_\_\_ 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) \_\_\_\_\_

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

#### Optional Add-ons: Ask about available quantities

White Folding Chairs \_\_\_\_\_ X \$3/each = \_\_\_\_\_

Tables (6 ft., white, plastic) \_\_\_\_\_ X \$15/each = \_\_\_\_\_

Tents: \_\_\_\_\_

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

10'x15' \$85 \_\_\_\_\_

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

Speaker with Microphone hook-up \$25/each \_\_\_\_\_

Metal Arch Frame (flowers or decor NOT included) \$20 \_\_\_\_\_

#### **TOTAL ESTIMATED FEES:**

\_\_\_\_\_

20% **Non-Refundable** Deposit (required to hold date) Amount: \_\_\_\_\_

Payment Method cash check (# \_\_\_\_\_) venmo (date received \_\_\_\_\_)

# Event Reservation Agreement & Credit Card Authorization Form

## Credit Card Information:

Card Type	
Cardname Holder	
Card Number	
Expiration Date	
Cardholder Zip Code	

By signing this I agree to clean up the event space used and haul away any trash collected during my event. I understand that any exceptional destruction to the property during my event will result in additional billing. I authorize Kula Botanical Garden to charge my credit card above for any remaining balance from my event. I understand that my information will be saved on file until all outstanding balances have been satisfied.

X \_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Client Name