

**Office of the Governor
Washington Place**

Conditions and Guidelines for the Use of Washington Place

Overview: Washington Place is the only Governor’s Mansion in the United States that once belonged to a Queen. It is a symbol of Hawai`i’s past and evokes the Hawaiian legacy of Queen Lili`uokalani. The property is also the official residence of the Governor for the State of Hawai`i. Therefore, your event should appropriately reflect this “sense of place”.

It is key that users express to their guests the historical significance of Washington Place. Events should stimulate interest among guests about the home’s history and role Washington Place has played in Hawai`i’s history.

Please use the following guidelines to assist you in planning your function. These guidelines will serve as conditions for the use of Washington Place.

User: The user will ensure that these conditions and guidelines are met and will be responsible for all invited guests, the caterer and any expenses the organization may incur. The user will be responsible for any damages incurred by the user, guests, volunteers, and caterer.

The user is required to be on-site prior to the arrival of any catering staff, event volunteers, entertainers, etc.

Fees: Washington Place is a registered National Historic Site whose upkeep is supported by public and private funds. The Washington Place Foundation requires a user fee for the use of the facility.

All user fees assist with the historic research, preservation, and restoration of Washington Place.

Request: An official request must be in writing or e-mailed. Any pertinent information outlining the event along with a background of the organization is also required. Requests should include the user's plans of how the event will stimulate historical interest among guests.

Confirmation: The request will be confirmed at 90 days prior to the event. This timetable will allow the availability of Washington Place for any official Governor's or state event. The Office of the Governor or the Washington Place Foundation reserves the right to deny your request or reassign your function date at any time. The Washington Place Foundation will issue a user fee invoice for your event.

Hours: The recommended hours for functions at Washington Place are:

Breakfast: 7:30 am-9:30 am
Lunch: 11:30 am-1:30 pm
Reception: 5:30 pm-7:30 pm
Dinner: 6:00 pm- 8:30 pm

Any request for advance set-up of equipment must be made during the initial planning stage. The request will be confirmed on an individual basis. The property is the official residence of the Governor, therefore all function activity must conclude by 10:00 pm. The user and caterer must be off the premises by this time.

Invitations: Invitations will include the official state seal and must be printed on #65 uncoated, smooth, pure white cover card stock. The state seal must be in Gold Foil #120. The size of the invitation should be 9" x 6", score and fold, 4 ½" x 6". Envelopes are to be 6 ½" x 4 ¾" with a triangle back flap to include the Office of the Governor as a return address. All wording should be in "Snell Roundhand" font.

Final proof must be submitted to the Office of the Governor's Chief of Protocol for approval. Private organizations will use Sample Invitation 2. Any organization's event that Governor will not be able to attend will also use Sample Invitation 2. Appropriate ADA (American Disability Act) language must be printed on the invitation along with the attire (aloha, business, semi-formal, evening) and parking information should be indicated. Printing costs incurred are the responsibility of the user.

Entertainment: The user may provide entertainment for the function. Entertainers must report at least a half hour prior to the event start time, or even earlier to set-up their own sound system. A grand piano is available for the entertainers' use. A tuning fee will be applicable, if needed. Only entertainment in good taste and of moderate volume will be permitted.

A list of entertainers' names and ages (if under 21) must be submitted to this office four (4) days prior to the event for security purposes.

Program, Guest and Event Workers Lists and Nametags: A program timeline, a typed alphabetized guest list (which includes the guest's name and address) and an Event Workers List must be submitted to this office four (4) days prior to the event for security purposes. Programs should include a part reserved for reviewing house rules with guests. The user should submit one (1) "typed" Event Workers List including the names of all catering staff, event workers, entertainers and volunteer names. This list should also include the individual's affiliation to the event and arrival time.

Additional names for the guest list will not be accepted later than two (2) days prior to the event. Nametags are to be prepared for all guests and placed in alphabetical order on the reception table at least 30 minutes prior to the event start time.

Staff or Volunteers: The user will be responsible to staff a minimum of six (6) staff members or volunteers to assist with hosting the function. They must report at least one hour prior to the event for a briefing with the Washington Place staff.

Two (2) people who are familiar with the guest list must be stationed at the front gate with an alphabetical guest checklist. Guests that are not on the guest list will be flagged and verified with the user before entry to Washington Place.

Two (2) people must be provided to staff the reception table for nametag distribution and welcoming of guests. Nametags should be pre-printed and placed in alphabetical order. The purchase and printing of nametags are the responsibility of the user. Food and beverage are not to be consumed at the reception table.

Two (2) people will serve as host or hostess in the home. They must remain stationed at the steps of the patio during the event to ensure that food and beverage are confined to the patio area.

Media and Public Relations: If you plan to have a press release or invite the media to your event, please contact this office at (808) 586-0240 with the names of reporters and photographers. The Governor's Communication Staff must approve any press releases.

A confirmation for function space does not guarantee the Governor and/or the Lieutenant Governor to be in attendance.

Docent Tour: A tour of Washington Place with a docent may be requested. Docents volunteer their time to share their research and knowledge of the history of Washington Place, the Queen and past Governors that resided here. Please be advised that your request may be denied due to the availability of docents.

Entry and Exit: There will be no admittance of catering staff, event workers, volunteers, or guests through the Miller St., back gate. The user is responsible to check-in all walk-on catering staff, event workers, volunteers, and guests at the Beretania St. front gate entrance. The user may choose to designate another staff member or volunteer for this task.

There will only be two (2) "group entries" for any walk-on catering staff, event workers, and volunteers. The catering staff should arrive two to three hours prior to the event start time. The user may want to do the first "group entry" for the catering staff and the second for event staff and volunteers. "Group" entries will have a ten-minute time frame which any catering staff, event workers, and volunteers may enter the gate.

All vehicle entries and exits will be through the front gates on Beretania St.

To ensure entry into Washington Place, the attached form is to be completed and faxed to this office at (808) 586-0790 no later than four (4) days prior to the event. All drivers and passengers should be prepared to show photo identification. The user should submit one (1) "typed" On-Site Parking List that includes *all* catering staff, event workers, disabled persons, or distinguished guests that require parking.

Parking and Valet: Parking on the property is very limited with only four (4) spaces available for the disabled, the user and the caterers. Parking is not allowed at the Porte Cochere of Washington Place.

To drive on or park on the premises of Washington Place, the following information on each vehicle is required for security purposes:

- Driver and passenger names
- Year and make of vehicle
- Vehicle license number
- Entry date and time of arrival

The Department of Health parking lot, adjacent to Washington Place, is available weekday evenings after 4:30pm and anytime on weekends. Nearby municipal parking lots are available anytime during the week. Valet service is available through an outside supplier.

Public Safety: All guests—including caterers, drivers, staff members and volunteers—are subject to search by a deputy sheriff. Guests entering the front gate may be subject to a bag inspection.

The names of all catering and event personnel must be submitted to this office four (4) days prior to the event for security clearance. All persons should be prepared to show photo identification.

A charge for a minimum of one (1) special duty sheriff for at least four (4) hours at a rate of \$30.00 per hour will be applicable. The hired deputy will control the front gate and traffic control on the property.

If the user is unable to be on-site prior to the arrival of all catering staff, event workers, and volunteers, one deputy must be assigned to check-in duty. If the user chooses this option, the deputy must be on site prior to the arrival of any catering staff, event workers, and volunteers. Once the event begins, the deputy will not be responsible to check-in any individuals, including any guests.

A payment by check will be made directly to the deputy sheriff. Please contact Alan Leung of the Department of Public Safety with an email request to arrange the hiring of a deputy. You may contact him at Alan.Y.Leung@hawaii.gov, with a copy to Glenn.Shigeta@hawaii.gov.

All requests should include:

- Event organizer and organization name
- Contact address and phone number
- Date of event
- Time frame requested for the deputy sheriff(s)

All state agencies hosting events at Washington Place are to contact this office directly to schedule a deputy sheriff.

The Washington Place property houses the Governor's residence and the Washington Place Museum. There is a distinguishable driveway between the Governor's residence and the museum. No catering staff, event workers, volunteers, or guests may cross this driveway into the Governor's residential area.

Caterers: It is the responsibility of the user and caterer to ensure food safety. Caterers will be required to provide this office with a Certificate of Insurance and a Caterers Permit from the Department of Health prior to the event. All health, sanitation and food handling requirements must be strictly observed at all times. Upon booking a caterer, the user may inquire if a caterer has met these conditions and the Certificate of Insurance and Caterers Permit are on file with this office.

The caterer is required to obtain a Certificate of Insurance with a minimum of \$1,000,000.00 comprehensive liability, showing the State of Hawai'i as "additional insured".

Prior catering experience at Washington Place is recommended. The kitchen facilities and supplies are not available for users' or caterers' use. As directed by the Department of Health, a kitchen tent and hand-washing sink are required. Only freestanding tents are permitted.

The caterer must submit a menu and proposed table layout to this office and will be responsible for event set-up, servicing and clean up. The caterer must be present and available throughout the function. Drop-off food service is not permitted.

The caterer's responsibilities are to include: providing trash receptacles and trash bags, ensuring that guests are serviced throughout the event, and removing trash bags from Washington Place at the end of the event.

Catering staff should use the Washington Place restrooms that are designated for event guests. Catering personnel are not allowed access across the Governor's driveway to use the outdoor Washington Place staff restrooms.

Caterers and Equipment Vendors: Catering staff and equipment vendors should not lean any equipment against the home's structure. Equipment should not be dragged, but carried and placed in the designated area.

There is limited electrical power on property. Please provide wattage and amperage needs for all power equipment prior to set up. A portable generator may be required if electrical needs exceed the property's capabilities.

The lawn is equipped with an underground sprinkler system. It will be the responsibility of the caterer or vendor to notify this office on the placement of any tents that will be secured with spikes. Any damages to the system will be assessed.

Clean up is to begin immediately at the end of the program. Caterers must depart no later than 10:00 pm for all evening functions. Patio equipment must be returned to its original location.

Reception or Buffet: Food stations and tables must be clothed and skirted. Hot food items must be served in chafing dishes with sternos, and cold items must be served on ice or chilled in bowls or trays. The use of high quality plastic ware and paper napkins will be permitted for receptions and buffet service. Paper plates and cups are not acceptable.

Sit-Down Service: China, glass and silverware must be used for sit-down service. Table linens will be dressed with cloths and napkins. Centerpieces are also recommended.

Food Preparation and Dish-Out Tent: A covered tent for food preparation and dish-out is required. A sink with running water, soap dispenser, paper hand towels and a container to collect wastewater is mandatory. Food preparation employees must wear hair netting and latex gloves when handling food.

Food must be stored at proper temperatures, cold items at 45 degrees or less and hot items at 140 degrees or higher. Barbecuing or any other type of cooking on the premises must be pre-approved. If approval is granted, a fire extinguisher must be available.

Alcohol Beverages: A no-alcohol policy is recommended. Beer and wine service may be permitted if pre-approved by this office. City and County of Honolulu liquor laws and rules of the Liquor Commission will be strictly followed. Only a registered server with a liquor license may dispense liquor to your guests. All bottled and canned beverages must be served in glass or plastic cups.

House Rules: Food and beverages are not permitted in the house. Areas of the home that are off limits are identified by ropes or stanchions. Children must be accompanied by an adult at all times.

Appropriate attire is required (slippers, shorts and tank tops are not permitted). Employees must exhibit excellent conduct at all times.

Washington Place is a state property. Therefore, smoking is prohibited on the premises.

Contact Information: For further information, please contact:

Glenn K. Shigeta, CMP
Special Assistant to the Governor
Washington Place
320 S. Beretania Street
Honolulu, Hawai`i 96813

(808) 586-0240 Office
(808) 586-0790 Fax
Glenn.Shigeta@hawaii.gov

REQUEST FOR WASHINGTON PLACE ON-SITE PARKING

If your event will require any persons for on-site parking at Washington Place, we require certain information for security purposes. Please note there are four stalls available for your use during the event and guests will be required to show ID. Please complete the form below accurately and return to our office no later than four days prior to your event. If you have any questions, please contact Glenn K. Shigeta, Special Assistant to the Governor, at (808) 586-0240. Thank you.

Event Name _____

Event Time _____

Event Date _____

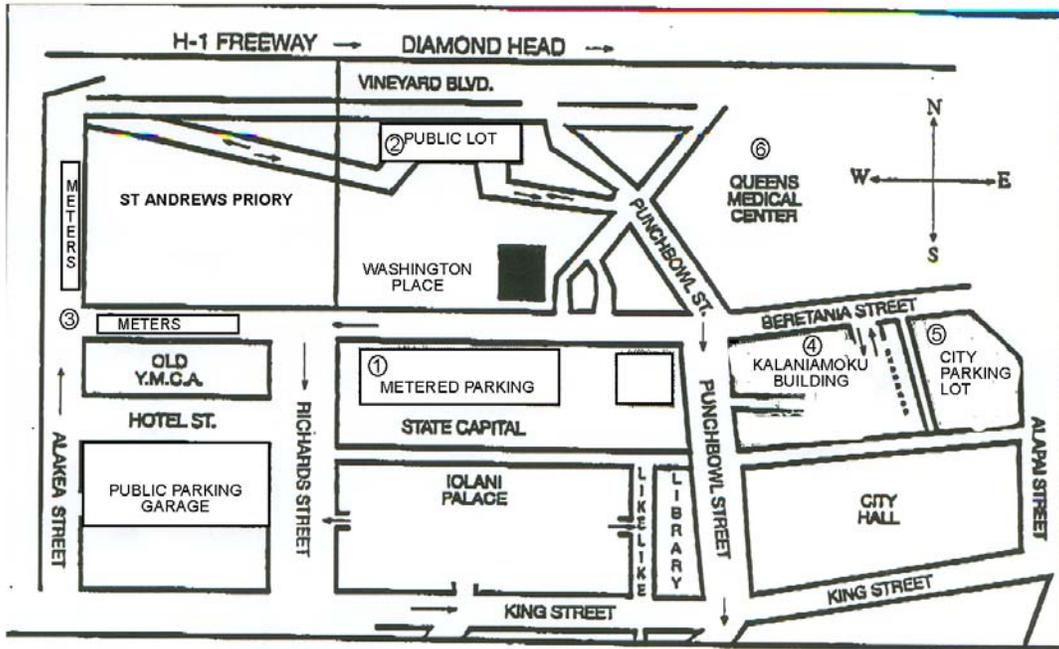
Driver Name	Time	Make of Car	License	Passenger Name

Driver Name	Time	Make of Car	License	Passenger Name

Driver Name	Time	Make of Car	License	Passenger Names

Driver Name	Time	Make of Car	License	Passenger Names

PUBLIC PARKING AREAS FOR WASHINGTON PLACE



If you require auxiliary aids and services (e.g., large print or taped materials, or sign language interpretation), or modifications (e.g., designated parking), please make your request when calling the RSVP phone number by the RSVP date.

*The Honorable Linda Lingle
Governor of the State of Hawai'i
and*

Organization Name

*request the pleasure of your company
at a reception announcing/celebrating*

Announce what organization is celebrating

*Date = e.g.: on Thursday, the seventh of August
two thousand and six*

Time - e.g.: from six until eight o'clock

*Washington Place
Honolulu, Hawai'i*

*RSVP by _____
Telephone: (808) _____
Email: _____*

*Attire
Parking*

If you require auxiliary aids and services (e.g., large print or taped materials, or sign language interpretation), or modifications (e.g., designated parking), please make your request when calling the RSVP phone number by the RSVP date.

Organization Name

*requests the pleasure of your company
at a reception announcing/celebrating*

Announce what organization is celebrating

*Date = e.g.: on Thursday, the seventh of August
two thousand and six*

Time - e.g.: from six until eight o'clock

Washington Place

Honolulu, Hawai'i

RSVP by _____

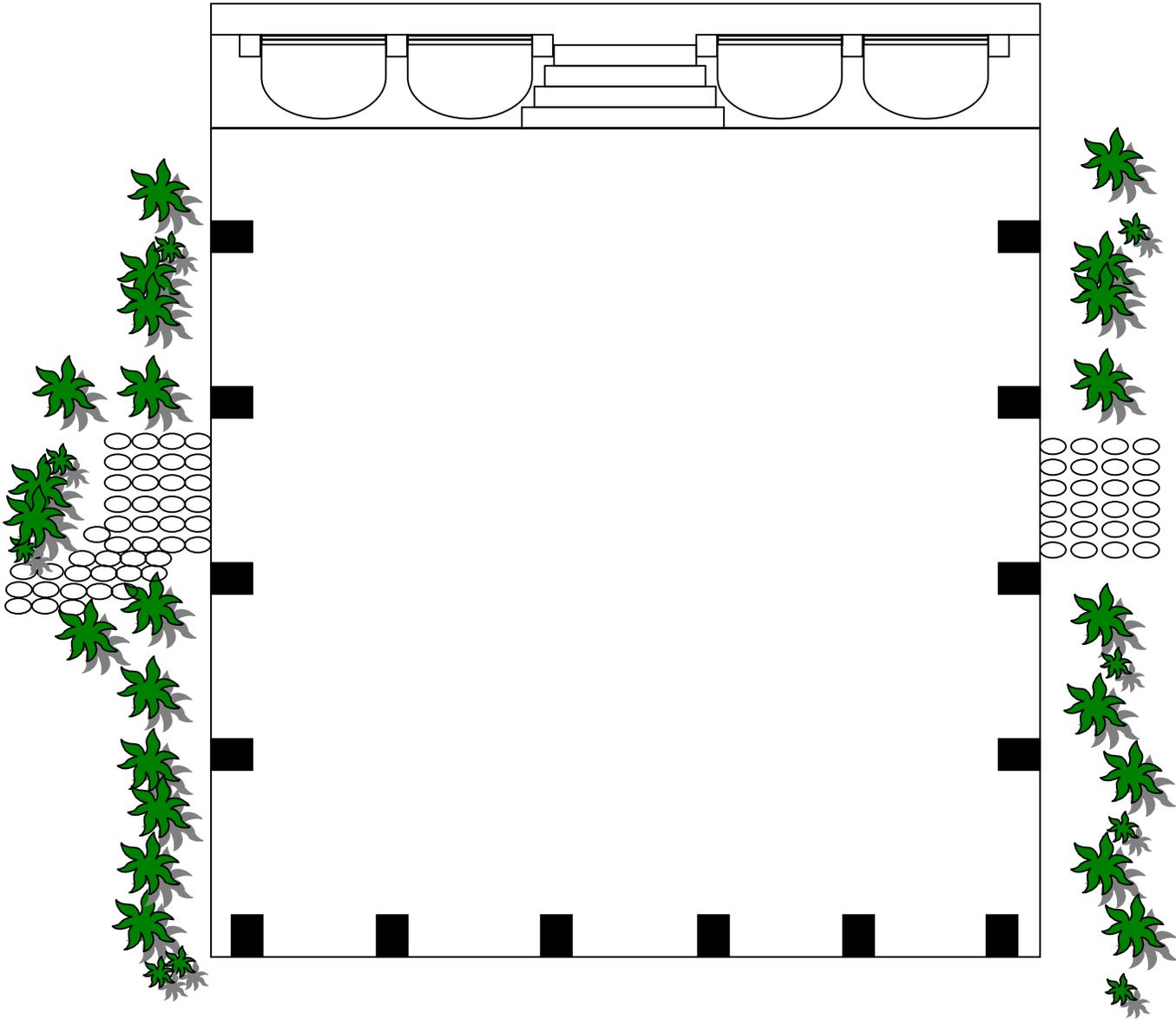
Telephone: (808) _____

Email: _____

*Attire
Parking*

Washington Place Grand Lanai

Scale: 1" = 10'0"



To: _____

Date of Event: _____

Time of Event: _____

Chairs: _____

Tables: _____

Reception Tables: _____

Canopy: _____

Flooring: _____