

WEDDING/EVENTS POLICY & PROCEDURES

Updated 07/20/2022

POLICY

The Whaler is best suited for small and intimate weddings and other similar special events where most of the wedding party or special events group and guests are staying at the Whaler. Due to limited common element space and the potential to affect the enjoyment of the property by other owners and guests, the following policies will apply to owners or their rental agents who wish to book wedding events or other similar social events that involve the use of common element space at the Whaler. Use of the common element space for such events will only be allowed for persons who are owners or rental guests at the Whaler and who have received authorization from the Whaler AOA Administrative Office.

This policy is not intended to apply to gatherings of owners and events organized by the AOA.

PLAN

The plan for the event must receive written approval by both the Whaler AOA GM or designate and the Event Organizer that covers the following items: total number of wedding party/events group and guests, and number of those staying at the Whaler, locations and times of ceremony, photography, reception, and any other activities involving the use of common element space, planned used of tables, chairs, and props, plans for music or other activities affecting noise levels, time-lines for each event, all vendors to be used, parking requirements, agreements to meet all rules and insurance requirements, fees, damage deposits and deadlines for payment. The plan must comply with all policies and rules established by the Whaler, including those identified in this policy. (AOAO will provide a form to be filled out to provide all of the above information.)

DESIGNATED CONTACT PERSON

The plan will identify a designated contact person who is responsible and accountable for developing and complying with the plan and who will be available during the event to address any problems that may arise. Contact information will be provided to the AOA administrative office and kept up-to-date. This person must be on-site during the event.

NOTIFICATION AND RESPONSIBILITIES OF AOA

- The Whaler AOA Administrative Office will notify the Front Desk and Security of these plans and, will notify persons staying in nearby apartments.
- The Front Desk will place a sign on or near the desk announcing the ceremony/special event, time and location.
- For Courtyard ceremonies, Security will ensure that the area is clear for the ceremony about 30 minutes prior to the start of the event.
- For other areas, Security will be responsible for cordoning off other the designated area about 2 hours before the event and removal immediately after the event.
- Security will be responsible for monitoring all events on a regular basis to ensure compliance with the plan.

NUMBER OF EVENTS ALLOWED

The AOA reserves the right to limit the number of weddings or special events allowed at any one time in order to minimize the impact on other guests and owners staying at the Whaler.

MINIMAL RENTAL/OCCUPANCY REQUIREMENTS

The majority of the wedding party/events group and wedding guests must be owners and/or renters of accommodation at the Whaler. Confirmation of rentals must be received four weeks in advance of the event.

SIZE OF WEDDING

The maximum size is 30 guests for the courtyard and 50 guests for other designated locations.

DESIGNATED LOCATIONS

- Ceremonies and photography will be allowed in the courtyard for no more than 1 hour for the ceremony and 1 hour for photography, with an understanding that the area will not be cordoned off but will be identified for use of the wedding party.
- Designated areas on the north lawn and south lawns may be authorized for use for wedding events for up to 5 hours, providing that the event must end by 10 pm, and provided the area is a reasonable distance from nearby apartments.

TIME LIMITS

- All events must be booked for time periods between 10 am and 10 pm.
- Courtyard—limit of 1 hour for ceremony and 1 hour for photographs, plus 1 hour for set up and ½ hour to remove any chairs or props.
- North and South lawns may be booked for up to 5 hours plus 2 hours to allow for set up and 1 hour for clean up and removal of all props, tables, etc.

PROPS/TABLES/CHAIRS/TENTS/DECORATIONS

- Chairs and other small props may be set up in the courtyard provided they are set up within 1 hour before the event and removed within 1 hour afterwards.
- Tables and chairs and other small props and equipment may be set up in other designated areas, provided they are set up within 2 hours before the event and removed within 1 hour after the event.
- Props may be allowed if they are small and discreet.
- Tents are **not** allowed.
- The Whaler is not liable for any damages or losses to these furnishings and equipment.
- No open flames are permitted. Only the use of battery operated candles are allowed during events.
- No scattering of rice, confetti, or other materials are permitted. Flower petals are allowed if they are picked up in full.

NOISE

- Music, non-amplified, such as that provided by a guitar player, cellist, or soloist is allowed.
- The wedding event plan must identify all music planned and any other activities that may create noise and the time periods that these will occur.
- The wedding event must comply with the Whaler's rules regarding noise.

PARKING

- The Whaler parking policy will apply to owners and guests registered at the Whaler.
- For non-registered guests, parking will **not** be provided, **unless approved** by the AOA Office. In circumstances when the General Manager believes that there will be sufficient parking for non-registered guests, he/she may issue a parking pass at the daily guest parking fee, payable in advance by the wedding planner/coordinator, for each wedding guest identified as requiring a parking pass. Each pass will identify the permitted entry time, duration of visit, and where the guest may park (either the open parking lot or the underground garage or both, depending on occupancy levels at the Whaler). The passes will be left with (surrendered to) AOA Security staff at the guard gate when the guest leaves the premises.

VENDORS/SERVICE PROVIDERS

- Vendors/Service Providers include: photographers, the official conducting the ceremony, wedding planners/coordinators, musicians, entertainers, table/chair setup, caterers, bartenders, etc.
- All vendors must be authorized to work at the Whaler, per Whaler AOA work rules. The AOA GM or designee will issue a permit to each vendor specifying where to park as well as Whaler House Rules.
- All Vendors must have insurance, as described in the Whaler AOA work rules.
- Vendors who need to load and unload equipment must have authorization from AOA to use the loading dock and or any other areas designated in the wedding event plan.
- Vendors who need parking must obtain a parking permit and comply with Whaler parking rules.

FEES AND DAMAGE DEPOSIT

- There will be no fee or damage deposit charged for under 10 persons ceremony
- Short (under 1/2 hour) wedding ceremonies and photography sessions (under 1/2 hour) that do not require any set-up/clean-up/extra security will not be charged
- The following fees and damage deposits will apply to events that are larger, requiring more set-up/clean-up and security work.
- The use of additional chairs and tables are to be set up by the renter. Set-up & breakdown consists of the AOA team retrieving the chairs from the basement and bringing them to the site requested. No configuration or deconfiguration of chairs or tables is required by the AOA team. When tables and chairs are ready to be put away, they must be stacked and cleaned by the renter.
- The use of any rentals, other than tables and chairs automatically generates a \$100 cleaning fee per item rented.

PRICING FOR GUESTS OR OWNERS OF THE WHALER

Number of Guests	Fees	Damage Deposit
1-10	No Charge	-
11-20	\$25 per 1/2 hour (Excluding Setup)	\$200
21 to 50	\$50 per 1/2 hour (Excluding Setup)	\$500
Tables & Chairs	Fees	Damage Deposit
Use of Chairs	Set Up \$30/ Break Down \$30	-
Use of Tables	Set Up \$30/ Break Down \$30	-
Other Rentals	Fees	Damage Deposit
Cleaning Fee for All Rentals (See above)	\$100	-
Use of Drink Dispensers	\$30	\$100
Use of Coolers	\$30	\$100
Use of Linens	\$30	\$100

PRICING FOR NON-GUESTS OF THE WHALER

Number of Guests	Fees	Damage Deposit
1-10	No Charge	-
11-20	\$50 per 1/2 hour (Excluding Setup)	\$200
21 to 50	\$100 per 1/2 hour (Excluding Setup)	\$500
Tables & Chairs	Fees	Damage Deposit
Use of Chairs	Set Up \$30/ Break Down \$30	-
Use of Tables	Set Up \$30/ Break Down \$30	-
Other Rentals	Fees	Damage Deposit
Cleaning Fee for All Rentals (See above)	\$100	-
Use of Drink Dispensers	\$60	\$100
Use of Coolers	\$60	\$100
Use of Linens	\$60	\$100

ADDITIONAL INFORMATION

Any additional questions regarding scheduling, deposit, options and requests for setup, etc. please direct to AOA Administration:

Owner Services: (808) 661 6003 ownerservices@kaanapaliwhaler.com

WEDDING/EVENT PROPERTY USE AGREEMENT & FORM

Agreement:

I, _____, owner of Unit (if applicable) _____, hereby agree to the terms of use of the Whaler Property and agree to adhere to the policies and procedures governing its use.

Deposit:

Owner/Permitted User Signature _____ Date _____

Deposit Collected _____ Deposit Returned _____

Organizer/Planner Signature _____ Organizer/Planner Signature _____

AOAO Rep. Signature _____ AOAO Rep. Signature _____

Details:

Designated Contact _____ Phone Number _____ Email _____

Event Type _____ Event Date _____ Event Time _____

Officiant _____ Catering _____ Music _____

Photographer _____ Videographer _____ Planner _____

Other _____

Number of Guests _____ Number of Tables _____ Number of Chairs _____

Total #of Guests Staying on Property _____ Total #of Guests NOT staying on Property _____

Special Parking Requirements _____

AOAO Rentals _____

MEETING ROOM USE INVOICE

Name: _____

Unit: _____

Business: _____

Date: _____

Invoice #: _____



INVOICE DATE	DESCRIPTION	VENDOR INVOICE #	AMOUNT

Make checks payable to The Whaler on Ka'anapali Beach AOA