



# Honolulu | Center for Architecture

828 Fort Street Mall, Suite 100, Honolulu HI 96813

RENT OUR SPACE for your meeting, retreat, class or reception in downtown Honolulu



AIA Honolulu | Center for Architecture

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Photography: Andrea Brizzi Photography, LLC



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Rental policy information, including capacity limits, can be changed at any time, without advance notice, depending on updates from the City and County of Honolulu and/or at the discretion of AIA Honolulu.

*Updated: April 15th, 2022*

## Rental Rates - including use of all audiovisual technologies

*(Published rates subject to change and must be confirmed upon booking. Rates + Hawaii GET 4.712%)*

### 1) CONFERENCE ROOM: Monday to Friday 9am – 4:00pm (seats 15)

HOURS	MEMBERS & NON-PROFITS	NON-MEMBERS
Up to 2 hours	\$75	\$150
½ Day (3-4 hours)	\$145	\$250
Full Day (5-8 hours)	\$250	\$350

### 2) PROGRAM/EXHIBITION SPACE: Monday to Friday 9am – 4:00pm (seats 35)

HOURS	MEMBERS & NON-PROFITS	NON-MEMBERS
Up to 2 hours	\$150	\$250
½ Day (3-4 hours)	\$250	\$350
Full Day (5-8 hours)	\$400	\$550

\*Conference Room doors will be closed if only program space is rented

### 3) FULL CENTER SPACE: Monday to Friday 9am – 4:00pm (seats 50)

HOURS	MEMBERS & NON-PROFITS	NON-MEMBERS
Up to 2 hours	\$210	\$350
½ Day (3-4 hours)	\$375	\$550
Full Day (5-8 hours)	\$575	\$750

### 4) EVENING RATES: *(Available on case-by-case basis)* Monday to Friday 5:00 – 7:30 pm

HOURS	MEMBERS & NON-PROFITS	NON-MEMBERS
5:00 – 7:30 PM	\$375	\$500

#### Evening Rental Additional Info:

- Evening rentals are available for the full center space only.
- Groups may arrive at 4:30 to begin event set-up.
- Event shall end by 7:30 and the group must depart the space by 8:00 pm. A late fee of \$50 will be assessed if the group remains in the CFA beyond 8:00 pm



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## GENERAL FACILITY SERVICES

**Office Supplies:** Members and renters are responsible to bring their own needed supplies (i.e. cables, cords, pens, paper etc.) and take precautions when using and sharing said supplies.

**Air Circulation:** A/C is on and air purifiers present to circulate fresh air throughout the system.

**Kitchen:** At this time our kitchen area will be available for limited use by members and guests. Please provide information on your needs before your arrival.

**A/V:** Equipment is available for use and can be requested with needs described to staff for assistance.

## HEALTH AND SAFETY PROCEDURES

Members, renters and guests should attempt to maintain a comfortable social distance to promote health and safety.

Facial masks are not required, however, use may be implemented at the discretion of the renter.

Members, renters, and guests are responsible for bringing and wearing their own personal masks.

If any member, renter, guest or staff is diagnosed with COVID following a meeting or event, it is required to report their case to AIA Honolulu immediately. At that time, we will immediately inform members, renters and guests who could be affected.

## CLEANING & SANITIZATION OF CFA

**General Cleaning:** Daily general cleaning (trash, vacuuming) with sanitization after each workday at specific focus areas like the conference rooms (tabletops and chairs, chair arm rests), kitchen, bathroom, and door handles.

**Cleaning by Guest:** Each guest must wipe down their area (tabletops and chairs, chair arm rests etc.) before and after each usage with sanitizer wipes provided by AIA Honolulu.

## RESPONSIBILITY OF GUESTS

AIA Honolulu's staff will in its best effort do what we can to ensure a safe and productive environment. However, members, renters and guests shall remain responsible for their own health and safety while using the CFA.

You are welcome to take your temperature at our scanner as you enter the CFA. The CDC considers a person to have a fever when he or she has measured temperature of 100.4°F. We would also recommend that you to self-check prior to arriving at the CFA and if you suspect you are sick, feeling unwell, or have been exposed, **STAY AT HOME**.





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## All-Inclusive Amenities with Every Rental

- Wireless internet throughout the space for use by presenter and attendees
- Telephone conferencing + video conferencing capable in both rooms
- Main Room: Mounted LCD screens; Conference Room: TV monitor
- Wall mounted PCs in both rooms; connectivity available through HDMI cable, Apple TV, USB, or ClickShare.
- Sound system throughout space for music and presentations
- Comfortable chairs and seminar tables; hightop tables for receptions
- Flexibility to have things your way: Room set-up and refresh are responsibility of renter

## Rental Options Available (Inquire for Pricing)

- Tablecloths
- Large Notepads and Easels



### CENTER LAYOUT

**1. Conference Room:** Seats 15 comfortably.

The room features video teleconferencing capabilities, laptop connections and flat screen TV's for PowerPoint or video presentations. Glass doors are glazed for privacy.

**2. Program/Exhibition Space:** Seats 35 comfortably.

Our program space accommodates a variety of set ups such as panel discussions, theater style presentations or training at seated tables. Also great for hosting networking receptions.

**3. Kitchen:** This is a great staging area for event servicing and clean-up but not intended for meal preparation. Renter responsible for all catering arrangements. See rental agreement for terms.

**4. Outside (Lanai):** Our storefront space is located on Fort

Street pedestrian mall and provides a great setting.

## Ready to Rent?

- 1. For Availability!** Check our web calendar at [www.aiahonolulu.org](http://www.aiahonolulu.org) Click on Events to determine if your preferred date/time is open.
- 2. For Questions/Booking:** Call AIA Honolulu today at (808) 628-7243