

# AIA 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**

828 Fort Street Mall, Suite 100, Honolulu, HI | (808) 628-7243 | [contact@aiahonolulu.org](mailto:contact@aiahonolulu.org)

Photography: Andrea Brizzi Photography, LLC

## 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	\$400	\$550

#### 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

### 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:** Our kitchen area which includes a fridge and freezer, sink, counter, and dishwasher, is available for limited use by members and guests. Please provide information on your needs before your arrival to ensure there is enough space for your requirements.

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

### 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.

If you suspect you are sick or are feeling unwell, STAY AT HOME.



## 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