

## **Halemalu Retreat Guidelines**

To insure exclusive use of the Halemalu Facility for your group, the entire facility must be rented at our “Retreat” rate of \$1,000.00 per night for up to 24 guests. This group rate includes access to the 5 acre estate and exclusive use of all six 2 bedroom suites, kitchen and dining areas, exercise room and office center, and the meeting room and lounge. There will be an additional daily \$20.00 per person charge for groups with more than 24 people. Halemalu can accommodate up to a maximum of 36 guests.

Any group more than 18 guests staying for more than 2 nights will need to pay the full retreat rate of \$1,000.00 per night regardless of how many suites are actually booked or available.

A non-refundable deposit of \$1,000.00 will be required at the time of booking. Full payment must be made 30 days prior to the start of your retreat.

A \$500.00 cash damage/cleaning fee will be collected at check-in. This fee will be fully or partially refunded at check-out after a joint facility inspection is conducted to determine if any damage has occurred or cleaning needs to be done.

There will be an additional \$500.00 “Event” fee for every day that guests that are not staying at Halemalu are using the facility. This would include a party or banquet night or use of the dining or meeting room in which additional “outside” guests are attending.

Once a retreat booking has been made, there will be no partial cancellation or room count downsizing allowed 30 days prior to the retreat booking start date. If your group is smaller than anticipated, you will still be responsible for the \$1,000 per night charge but you will still have the entire facility for your own personal use and there will be no other “non-group” guests utilizing the facility.

You are allowed to “down-size” your group and the room count prior to 30 days of the booking start date. This however will allow us to book other guests and you will lose your “exclusive” use of the facility. Furthermore you may also incur meeting room and kitchen use fees. Room fees will then be based on our standard Daily rates.

Your group will have access to the 5 acre estate and the use of all public areas including the Kitchen, Dining, Lounge, Office, Exercise, and Meeting areas. You will also be responsible to make sure that all public areas you utilize are returned to the “clean and ready” state, to the best of your ability, after the area’s use.