



2375-A MAIN ST., WAILUKU, MAUI, HI 96793

(808) 244-3326 • FACSIMILE (808) 244-3920

The Maui Historical Society
shall collect, preserve, study, interpret and share
the history and heritage of Maui.

Guidelines and Criteria for Use of the Bailey House Museum Gardens

January 2004

Aloha! Bailey House Museum is “home” to Mauians! We welcome and encourage you to use the gardens one of the oldest standing structures on Maui for weddings, meetings, special events, and parties. We encourage other non-profit and community organizations to use the gardens and “make Bailey House their backyard,” and to work collaboratively with us to develop their own special projects. The following is a list of services that we provide and requirements for the use of the property. Please feel free to visit the garden and museum prior to booking the property for your event. Then fill out the application form and return it to the Maui Historical Society office.

1. Because parking is limited, gatherings are limited to 75 people. We request that you not ask our neighbors to use their parking.
2. You are required to provide two parking attendants for parties of 25 or more. We have traffic cones and Bailey House parking signs available for your use. Parking attendants must meet with a staff person prior to the event. If you use the signs, please be prepared to clean them, if needed.
3. Since we are located in a residential area, the noise level at any event is a primary concern. All speaker and sound systems must be set at minimum levels. The music and entertainment at any event must be in keeping with the historic nature of the site.
4. No alcoholic beverages are allowed on site.
5. You may use any part of the garden or pa (stage) that appeals to you.
6. You and your guests are asked not to venture on to the adjacent property. Please note that the ti leaf hedge and white gates define our property line.
7. You will be responsible for setting up everything that you need, including all chairs, table, and decorations. You are also responsible for putting everything away where it belongs and leaving the grounds exactly as you found them. If any equipment is rented from another source, you are responsible for their proper return.
8. Your guests are invited to visit the museum as our special guests. The Museum and Museum Shop will be open during regular business hours Monday through Saturday.
9. The grounds are available on Monday through Saturday from 9 a.m. and must be vacated by 4 p.m. Special arrangements can be made for additional hours. Please see fee schedule.

10. You may decorate in the immediate area of your event. We ask that you NOT attach anything to the building or put any stakes into the ground without prior permission. If you intend to use stakes of any kind, you MUST schedule a meeting with staff in advance of your event to find out where the water and electric lines are located.
11. Permission must be acquired from the staff to put up a tent. See #10 above regarding putting stakes in the ground.
12. Do not put up signage anywhere except in the area of your event. Do not put signs at the entry to Bailey House Museum, on the Bailey House Museum signpost, on the fence, or at the gate. Do not put up any signage that refers to the Maui Historical Society or Bailey House Museum.
13. Please empty all trashcans and take all refuse with you. Do not use the dumpsters in the driveway.
14. Do not lean tables or other equipment against the building. The building is a precious artifact and the paint is fragile.
15. **Vehicles are not allowed on the grass for any reason.** Please inform everyone who will help you set up and take down.
16. Two electric outlet boxes are located on the pa. Two electric outlet boxes are located on the back lanai of the shop. There is another outlet inside the back door of the museum.
17. You may use the utility sink or outdoor faucets for water for flowers, etc. in the ladies room. Sorry, there is no plumbing in our 1833 home!
18. Outdoor lighting is available in the evening. It is subtle and indirect lighting and is not sufficient for entertainment. Additional performance lighting may be brought in.
19. Sorry, we cannot host events, which include fundraising for other organizations.
20. Bailey House Museum premises must be cleared within one hour of the scheduled end of the event.
21. Weddings: The property is available for wedding ceremonies and photo sessions only. Not the reception.
22. Weddings: We do not have an area for the wedding party to dress, however they are welcome to gather prior to the ceremony in one of the following locations: a) the kitchen of the museum (the room with the fireplace beyond the gallery) which can be roped off, or b) the front upstairs lanai of the Hawaiian Room.
23. You will be responsible for any damage to the property or expenses incurred by the Maui Historical Society to repair damage as a result of this event.

Please see attached fee schedule and application.

