



Maui Historical Society
2375-A Main Street
Wailuku, HI 96793
Phone: 808/244-3326
Fax: 808/595-4395
baileyhousemuseum@clearwire.net
www.mauimuseum.org

Mission Statement

To collect, preserve, study, interpret,
and share the history and heritage of Maui.

**To book your event or obtain more
information contact the**

Maui Historical Society

808/244-3326



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Creative Island Visions, Cassie Pali
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Rental rates includes only
the venue. Services such as
valet parking, catering,
tenting, chair and table
rental, photography, etc.
all need to be additionally
arranged by the individ-
ual.

Bailey House Museum

Grounds Available For Your Special Event



Built in 1833, the Bailey House is now a museum showcasing Hawaiian culture, artifacts, paintings, and furnishings from nineteenth-century Maui.

Located in historic Wailuku, Maui, built on the site of the Royal compound of Kahekili, last ruling chief of Maui, the house served as the Mission station for the Wailuku Female Seminary for Girls until 1847, then occupied by Edward Bailey and his family until 1888.

Rental Information 2008

One of the most magnificent sites in the Hawaiian Islands is that on which Bailey House stands.

You are at the mouth of Iao Valley, so sacred that it is the burial place of the bones of the great Navigators and the kings and highest chiefs of Maui and other islands. Shielding the entrance to Iao was the royal compound, with the king's houses and his heiau.

Use the gardens of one of the oldest standing structures on Maui for your Special Event. On the grounds are gardens with native Hawaiian and missionary-era plants.



Hours Available

Sunday through Saturday
9:00 am to 8:00 pm

All your guests and members of your party are invited to visit the museum as our special guests on the day of your event.

The Museum and Museum Gift Shop are open during regular business hours Monday through Saturday from 10:00 am to 4:00 pm.

**MAUI HISTORICAL SOCIETY
GROUNDS RENTAL INVOICE**

Applicant: _____

Event Date: _____

Time: _____

Type of Event: _____

Size of Group: _____ (75 maximum)

AMOUNT DUE

Security Deposit \$ _____

Rental Fee: \$ _____

Sub Total \$ _____

Less deposit received \$ _____

Balance Due: \$ _____

Mahalo Nui Loa for choosing Bailey House as the venue for your event. The Maui Historical Society is a non-profit organization that is supported through museum admissions, museum gift shop sales, membership and donations. Rental of the Bailey House Museum grounds is a fundraising effort for the Maui Historical Society. *Your support is appreciated.*

In appreciation of your support of the Maui Historical Society/Bailey House Museum we have a poster of Bailey House, and a booklet titled "Water of Kama-The Bailey House Site" as a gift for you. You may pick them up the day of event or earlier if you wish.

Application to use the Maui Historical Society Gardens

Type of Function

- _____ Wedding Ceremony
- _____ Private Party
- _____ Special Event (description)

- _____ Photography
- _____ Meeting
- _____ Maui Non-Profit Community Group Meeting
- _____ Other (describe) _____

Number of People Attending

_____ Limit is 75 people

Date of Event

- _____ Arrival Time for set-up
- _____ Time Event Starts
- _____ Time Event Ends (premises must be cleared within one hour of the scheduled end of the event.)

If this application is for an organization that holds a non-profit 501 (c) 3 status, please attach letter of determination from IRS with your application.

Name of Contact Person or Person Responsible: _____

Name of Organization, if applicable: _____

Mailing Address:

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Fax #: _____ E-mail: _____

Please return this application to the Maui Historical Society office. We will confirm your reservation as soon as possible. Your signature below indicates that you have read the "Guidelines and Criteria for Use of the Bailey House Museum gardens" and agree to all of the conditions therein.

Signature of Applicant Date Amount Paid or Amount of Deposit

Received by Maui Historical Society Date Approved by Executive Director

Scheduled by Office Staff Date Date Approved



FEE SCHEDULE FOR USE OF THE MUSEUM GARDENS

Wedding Ceremony, Private Party, Family Reunions,
Special Events, & Parties

Monday through Saturday

10:00 am to 4:00 pm

\$125.00 an hour

After 4:00 pm & Sunday

\$175.00 an hour

Maximum Guests - 75

Refundable Security Deposit - \$250.00

Photography

Private - \$50.00 an hour

Commercial - Rates start at \$100.00 an hour

Monday through Saturday 9:00 am to 4:00 pm

Meetings

Groups Under 12/\$25.00 an hour, Groups 13 to 25 /\$40.00 an hour &

Groups 26 to 50/\$60.00 an hour

Monday through Saturday 9:00 am to 4:00 pm

Maui Non-Profit Community Groups

Community based non-profit groups are provided the venue *Free of Charge*. Meetings, lectures & private parties. Event cannot include fundraising efforts. Chairs and tables are also provided at no charge. Gatherings are limited to 75 people.

Monday through Saturday 9:00 am to 4:00 pm

Guidelines and Criteria for Use of the Bailey House Museum Grounds

1. The Maui Historical Society is to be provided with a certificate of insurance naming the Maui Historical Society as loss payee additional insured. Certificate of Insurance must be provided ten days prior to event.
2. Parking is limited, gatherings are **limited to 75** people.
3. Renter is required to provide two parking attendants for parties of 25 or more.
4. 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.
5. **No alcoholic beverages are allowed on site.**
6. You may use any part of the garden or pa (stage) that appeals to you.
7. You and your guests are asked not to venture on to the adjacent property.
8. Renter is responsible for setting up everything that you need, including all chairs, table, and decorations. They are also responsible for putting everything away where it belongs and leaving the grounds exactly as they found them.
9. 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.
10. The grounds are available on Monday through Saturday from 10:00 a.m. and must be vacated by 4:00 p.m. Special arrangements can be made for additional hours. *Please see fee schedule.*
11. 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.
12. Permission must be acquired from the staff to put up a tent. See #11 above regarding putting stakes in the ground.
13. 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.
14. Empty all trash cans into the dumpsters in the driveway.
15. Do not lean tables or other equipment against the building. The building is a precious artifact and the paint is fragile.
16. **Vehicles are not allowed on the grass for any reason.** This includes set up and take down.
17. Two electric outlet boxes are located on the pa, and there are two electric outlet boxes on the back lanai of the shop.
18. 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!

19. 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.
20. Sorry, we cannot host events, which include fundraising for other organizations.
21. Bailey House Museum premises must be cleared within one hour of the scheduled end of the event.
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. Renter 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.

SECURITY DEPOSIT

A security deposit is required to hold date of the event. The deposit will be held until after the event to cover any damages to the grounds or for any extra clean up required from your event. Security deposit will be refunded, less any applicable costs, within 30 days of event.

EQUIPMENT FEES AND TERMS

Tables and chairs are only available for meetings and tour facilitators for an additional fee. Fees: Tables \$2.00 each and Chairs .50 each. ***Non-profit groups are provided the equipment free of charge.*** There are several benches located around the Museum Shop, which are available for your use also. Tables are located in our storage area. **Equipment is not available for weddings and private parties.**

PAYMENT POLICY

50% of your use fee plus the security deposit will confirm the date on our calendar. The balance is due two weeks prior to the event. If payment is not received by this time, your reservation will be automatically canceled without further notice.

MEMBER DISCOUNT

Members at Hui Lauhala level and higher receive a **20%** discount on Wedding Ceremony, Private Parties, and Meeting fees. Wedding photo session fees waived for all members of the Maui Historical Society.

ACKNOWLEDGEMENT AND ACCEPTANCE OF TERMS AND CONDITIONS

Please fill out the attached application and return it to us. We will get back to you as soon as possible. Your signature below indicates that you have read the **“Guidelines and Criteria for Use of the Bailey House Museum Gardens”** and agree to all of the conditions therein.

Signature of Applicant

Date: