



AKAKŪ
MAUI COMMUNITY MEDIA

Facility Rental Information

Akakū Maui Community Media
333 Dairy Rd., Kahului, HI 96732

808-871-5554 | info@Akaku.org | www.Akaku.org



AKAKŪ

MAUI COMMUNITY MEDIA

Akakū Rental Agreement

Date of Event: _____ Time of Event: _____ AM/PM

Start time: _____ AM/PM End Time: _____ AM/PM

Event Name: _____

Group/ Entity: _____

Contact Name: _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ St.: _____ Zip: _____

Rental Facilities

| | |
|--|--|
| <input type="checkbox"/> Conference Room | \$35.00 Per Hour 2 hour Minimum |
| <input type="checkbox"/> Media Lab | \$75.00 Per Hour 2 hour Minimum |
| <input type="checkbox"/> Studio A | \$75.00 Per Hour or <input type="checkbox"/> \$1500/ Day Fully Equipped) |

*For events whereby participants are charged a fee, Akaku will assess 20% of gross revenue as payment provided that the net amount meets or exceeds the 2 hour minimum facility fee.

Conference Room:

- 255 Sq.Ft./Air Cond.
- 12' Table with 20 Chair Capacity
- Monitor Size: 42" 1080 Monitor
- Wi-Fi
- Whiteboard
- Confrenece Calling

Media Lab:

- 522 Sq. Ft./Air Cond.
- Seats up to 50 People
- 8 Tables
- Monitor Size: 70"
- Wi-Fi
- 6 Computers (Special Rates Applies/Inquire)

Studio A:

- 551 Sq. Ft./Air Cond.
- Seats up to 50 People
- Tables Available
- Monitor Available
- Conference Calling
- Wifi
- Whiteboard

ADDITIONAL SERVICES:

| | |
|--|-------------------|
| Technician Assistance (Use of eletronic equipment) | \$25.00 Per Hour |
| Video Recording Services | \$125.00 estimate |
| Additional Lighting Services | \$50.00 estimate |
| Additional Audio Services | \$90.00 estimate |

Please call Production Department for quotes on additional services. - 808-871-5554 (10am-6pm)

Rent Services Facilities

Akaku's solar powered, main media access facilities are located at Akaku Center, 333 Dairy Road, Suite 104, in Kahului. They include administrative offices; a TV and radio studio; an audio recording booth; several portable studio units; field camera packages; mobile video kits; post production; Live U cellular bonding broadcast systems; DVD duplication facilities; a Mac based media lab and screening room; a master control playback system; a new convening space, and a wired conference room that can accommodate up to twenty people.

CONDITIONS FOR RENTAL AND USE OF AKAKŪ FACILITIES

Requirements To Hold Room:

Your room reservation is confirmed upon receipt of the signed Contract Agreement and \$50.00 refundable cleaning and security deposit.

Cleaning/Security Deposit

A deposit of \$50.00 is required. If the room is left in good clean condition, and the equipment is fully operational, the full deposit will be refunded. If the room requires cleaning, or if the room or equipment requires repair due to negligence on behalf of the rental party, a portion or all of the deposit will be retained by Akakū. The rental party shall be responsible if damages or repairs that exceed the \$50.00 cleaning/security deposit.

Final Settlement

A final statement will be presented to you. Payment is due at the conclusion of your event. The statement will reflect the total charges less deposit with General Excise Tax added.

Cancellation Policy

Cancellations must be in writing and received 48 hours prior to the event date for full refund. Without a 48 hour notice, security deposit will not be refunded.

Operational Conditions:

1. Business Hours: Monday – Friday, 10:00am – 6:00pm
2. Subletting room is not permitted.
3. No outside equipment may be used without prior written consent of Akakū
4. Smoking is prohibited
5. The consumption of alcohol beverages is prohibited

CONTRACT AGREEMENT

Signing this contract agreement constitutes approval and acceptance of all details state herein. This agreement must be signed and returned to Akakū prior to date of event. This agreement will be valid and binding upon acceptance and execution by Akakū.

Approved by: _____ / _____ / _____
Print Name of Responsible Party Signature Date

Approved by: _____ / _____ / _____
Print Name of Akakū Representative Signature Date

Indicate your method of payment:

Amount Paid: \$ _____ Cash Check (\$25 returned check fee) Amex MC Visa

Card #: _____ Exp.: Month _____ Year _____

Name as it appears on card: _____

CONFERENCE ROOM RATES:

Rental Times include client's setup and cleanup times.

For Non-Revenue Generating (NGR) Events Rate - \$35 per hour, 2 hour minimum booking time.

For Revenue Generating (RG) Events Rate - \$35 per hour, 2 hour minimum booking time or PLUS 20% of revenue generated (provided that the net amount meets or exceeds the 2 hour minimum facility agreement.)

Use of Akaku branding is prohibited in all promotional material unless approved by Akaku management in writing prior to publication.

Operational Conditions:

1. Business Hours: Monday – Friday, 10:00am – 6:00pm
2. Subletting room is not permitted.
3. No outside equipment may be used without prior written consent of Akakū
4. Smoking is prohibited
5. The consumption of alcohol beverages is prohibited

| Before/After Hours | Weekend Hours |
|---|---|
| \$50 Akaku Staffing Fee per hour, minimum of 2 hours Monday-Friday (8am to 10am, or 6pm - 8pm) in addition to Applicable Rental Fees. | \$50 Akaku Tech Fee per Hour, minimum of 4 hours Saturday-Sunday (8am to 8pm) in addition to Applicable Rental Fees |

Additional Services Pricing Rates:

Akaku Staff or Technician- \$25.00 for set-up 1 hour minimum, additional \$25 per hour as requested.

A Staff member or Technician is mandatory for anyone looking to use their equipment with Akaku equipment to ensure proper set-up and operation. Technician duties include: Connecting A/V equipment up to laptops or tablets. Ensuring that the Conference Call phone system is setup and operational, and ensuring proper use of Akaku equipment and facilities.

Video Recording Services - \$125.00 estimate

For individuals or groups who wish to have a single camera without an operator capture their event. Technician would set up tripod and camera prior to event and ensure it is recording, and strike equipment after use.

Additional Lighting Services - \$50.00 estimate

For individuals or groups who wish to have additional lighting for higher quality video recordings.

Additional Audio Services - \$90.00 estimate

Additional audio recording services include setup of lavalier, hand held, or directional microphone, and additional equipment needed to get a high quality audio recording. Up to 4 microphones max.

MEDIA LAB RATES:

The Media Lab is equipped with 6 client computers with video editing software, 1 Instructor computer, and a 70 inch TV monitor, or can be configure for seating for up to 50 people.

For Non-Revenue Generating (NGR) Events Rate - \$35 per hour, 2 hour minimum booking time.

For Revenue Generating (RG) Events Rate - \$35 per hour, 2 hour minimum booking time or PLUS 20% of revenue generated (provided that the net amount meets or exceeds the 2 hour minimum facility agreement.)

Use of Akaku branding is prohibited in all promotional material unless approved by Akaku management in writing prior to publication.

Operational Conditions:

1. Business Hours: Monday – Friday, 10:00am – 6:00pm
2. Subletting room is not permitted.
3. No outside equipment may be used without prior written consent of Akakū
4. Smoking is prohibited
5. The consumption of alcohol beverages is prohibited

Rate: \$300.00 - Half Day Rate (4 hours) or \$600.00 - Full Day Rate (8 hours)

ADDITIONAL SERVICES PRICING RATES:

Technician - \$25.00 for set-up 1 hour minimum, additional \$25 per hour requested.

A Technician is mandatory for anyone looking to use their equipment with Akaku equipment to ensure proper set-up and operation. Technician duties include: Connecting A/V equipment up to laptops or tablets. Ensuring that the Conference Call phone system is setup and operational. Ensuring proper usage of Akaku equipment and Facilities.

Video Recording Services - \$125.00 estimate

For individuals or groups who wish to have a single camera without an operator capture their event. Technician would set up tripod and camera prior to event and ensure it is recording and strike equipment after use.

Additional Lighting Services - \$50.00 estimate

For individuals or groups who wish to have additional lighting for higher quality video recordings of their events.

Additional Audio Services - \$90.00 estimate

Additional audio recording services include setup of lavalier, hand held, or directional microphone, and additional equipment needed to get a high quality audio recording. Up to 4 microphones max.