

ANNA RANCH HERITAGE CENTER

MEETING RENTALS

Whether your meeting is small or large, Anna Ranch Heritage Center will provide a wonderful vitalizing space for exchanging ideas and doing business. Meeting participants can't help but be energized by the beauty and seclusion of the ranch. Anna Ranch is centrally located on Hawaii Island in Waimea and is listed on both the State & National Registry of Historical Places.

Rental Hours:

- Anna's Hall is rented by the hour with a 3 hour minimum for all meetings.
- Full day rental options are available between the hours of 8:00 am to 4:00 pm or 9:00 am to 5:00 pm.
- Half day rental options are available between the hours of 8:00 am to 2:00pm or 4:00 pm to 10:00 pm.
- Early set up or late breakdown options are available at an additional fee.

Venue Locations:

- Anna's Hall - up to 60 - 80 guests
- Restroom Facility (up to 150 guests) and on-site parking. Motor coach accessible.
- Opening of the Anna Ranch Historical Home available with an additional fee and based on availability.

Anna's Hall:

- Capacity: up to 70 guests seated / 100 standing
- (10) - 6' banquet, plastic tables & (50) plastic chairs
- Wireless Internet Service
- Department of Health Certified kitchen
- Pull Down Projector Screen
- Cocktail/Reception Patio Overlooking Waiiau'ia Stream

Caterers & Alcohol:

- Anna Ranch provides only the venue rental. All other services are provided by third party vendors contracted by the renter.
- Anna Ranch allows it's guests to utilize any catering service that will meet your needs.
- Caterers are required to provide a certificate of insurance 30 days prior to your event date.
- Alcoholic beverages may be served, renters shall abide by the laws and regulations of the County and State of Hawaii.
- If alcohol is to be served, an event liquor license is required to be obtained by the Liquor Commission's Office.

Payment Schedule:

- 50% of rental fee ("booking deposit") is required to reserve your event date. This payment is applied to the total rental due and is "nonrefundable".
- Form of payments accepted: cash, check, Visa, Mastercard, or Discover Card.
- Remaining balance due 60 days prior to the event.
- A **refundable security deposit of \$250** is due at the time of check in, which will be returned to you once the facility has been inspected. Typically done through a separate check. The facility must be cleaned and all trash must be removed at the end of the meeting.

Cancellations:

- The 50% booking deposit to hold your date is non-refundable.
- A 100% Refund will be given (less the 50% booking deposit) if the event is cancelled up to 60 days prior
- If cancellation occurs within the 60 - day limit prior to the event, Anna Ranch will hold the full facility rental fee.