

# ANNA RANCH HERITAGE CENTER

## WEDDING RENTALS

Nestled beneath the lush green hills of Waimea on Hawaii's Big Island is a very special place - steeped in history and rich in beauty. Whether you want an intimate space or a large elegant venue, Anna Ranch provides you with many options to create a unique event that will be long remembered by all who attend. Surrounded by beautiful gardens, native plant life, and historic buildings that look on to the ranch's pastures and adjoining stream, Anna Ranch captures the essence of Old Hawaii. Anna Ranch will be exclusively yours to share with your family and friends.

Whatever your imagination desires, we can help you create.

### Rental Hours:

- Anna Ranch may be rented between the hours of 8 am - 10 pm
- All music and festivities must end by 9:30 pm
- Rental venue space consists of manicured grounds & Anna Hall; excludes historical ranch home and outer buildings.
- To rent the ranch for both wedding ceremony and reception, the rental rate covers a full day from 8 am to 10 pm.
- To rent the ranch for a wedding ceremony only, the rental rate covers a 6 hour maximum rental period.
- To rent the ranch for a wedding reception only, the rental rate covers a 6 hour maximum rental period.
- Early set up or late breakdown options are available at an additional fee.

### Venue Locations:

- Our property can hold a maximum of 300 people.
- Anna's Hall - up to 80 guests seated, or maximum of 100 guests cocktail style
- Wai'au'ia River - 100 guests
- Orange Tree Grove - 100+ guests
- Anna's Lawn - up to 300 guests
- Restroom Facility (up to 150 guests) and on-site parking. Motor coach accessible. Portable toilets are required to be rented for guests exceeding 150 people.
- Opening of the Anna Ranch Historical Home available with an additional fee and based on availability.

### Anna's Hall:

- Capacity: up to 80 guests seated / 100 standing
- (10) - 6' banquet, plastic tables & (50) plastic chairs
- Wireless internet service
- Department of Health Certified kitchen
- Pull Down Projector Screen
- Outdoor Cocktail/Reception Patio Overlooking Wai'au'ia Stream

### Additional Options \*discounted rental fees apply:

- Early Set Up (access 2pm day prior)
- Late Break Down & Clean Up (access extended to 10 am day after event)
- Rehearsal Dinner
- Discounted Booking Rates (available 30 days prior to event)

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### Vendors:

- Anna Ranch provides only the venue rental. All other services are to be 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.
- If an event tent is being utilized, the tent company is required to provide a certificate of insurance 30 days prior to your event date. Anna Ranch provides a complimentary day prior to your event for tent set up and also provides a complimentary day after your event for tent breakdown. All other additional set up and breakdown time needed is available at an additional fee.

### Payment Schedule and Requirements:

- 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.
- General Liability Insurance (\$1,000,000.00) naming "Anna Perry Fiske Charitable Trust dba Anna Ranch Heritage Center" as additional insured.
- A **refundable security deposit of \$500** 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 event.

### 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.

Please note that all renters must abide by the Anna Ranch policies set forth in the rental contract. Diverting from said contract will result in loss of key/cleaning deposit. For more information, contact Anna Ranch management at [808.885.4426](tel:808.885.4426).