

ANNA RANCH HERITAGE CENTER

EVENT RENTALS

Whether your event is small or large in scale, the Anna Ranch Heritage Center, is a hidden gem centrally located on Hawaii island in the heart of Waimea. Listed on both the State & National Registry of Historical Places our breathtaking property is the perfect location for photo sessions, birthday parties, celebrations of life, baby showers, and other special events.

Rental Hours:

- Anna Ranch may be rented for a full day from 8:00 am to 10:00 pm or for a half day at either 8:00 am to 2:00 pm or 2:00 pm to 10:00 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
- Early set up or late breakdown options are available at an additional fee.

Venue Locations:

- Our property is zoned to hold a maximum of 300 people.
- Anna's Hall - up to 70 guests seated, or maximum of 100 guests cocktail style
- Wai'au'ia River – 100 guests
- Orange Tree Grove - 100+ guests
- Anna's Lawn - any size up to 300 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:

- Indoor Venue
- Capacity: up to 60-80 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

Vendors:

- Anna Ranch provides only the venue rental. All other services 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 "non-refundable".
- 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.

For further Anna Ranch inspiration please visit our web page: www.annaranch.org and follow us on Instagram @annaranchwedding

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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.