



## Room Rental Information

The Children's Discovery Center is a special place for the young and the "young at heart." Host your next memorable party or business meeting in a truly creative setting. Reserve space for a gathering of any size and take advantage of our central location, free parking, and newly expanded facility.

### **The Discovery Center is the perfect spot for:**

- Business Meetings
- Corporate Family Parties
- School functions
- Reunions
- Wedding Receptions
- Holiday Celebrations

### **Room Rental Hours:**

Use of the Center meeting rooms must be held during Center hours of operation. Set-up and clean-up should be completed within these timeframes.

8:30am – 3:30pm on Tuesday – Friday

10:00am – 3:00pm on Saturday and Sunday

\* please call to inquire about additional times

### **Room Rental Fees**

#### Special Events Room

\$200 (for 2 hours)

\$75 each additional hour

Capacity 85 people

This multi-use space is the perfect venue for any type of event, from business presentations to retirement parties. It can be set up in theater style or classroom style.

### **Rental Guidelines**

- Children's Discovery Center is a smoke-free facility. No smoking is allowed anywhere within the Center.
- Complementary tables, chairs, or picnic style benches are available at no additional charge based on availability.
- When using Center tables, tablecloths must be provided.
- Rooms must be clean and vacated at the end of the reserved time period.

- We ask that all decorations be freestanding.
- All consumption of food and drinks must be confined to designated areas.
- Room rental fees do not include access into the Center's exhibit galleries.

### **Catering**

- We welcome all caterers with proof of insurance and business license. All food must be ready to serve. Cooking is not allowed on the premises. Kitchen and clean up facilities are not available.
- Alcoholic beverages are allowed for events when the Museum is not open to the public. Alcohol may be served only by outside licensed providers and when food is also provided.

### **Reservations, Cancellations and Deposit**

- For date availability or to make a reservations, please call 524-5437 or E-mail [info@discoverycenterhawaii.org](mailto:info@discoverycenterhawaii.org)
- A non-refundable deposit of \$75 is required to hold your reservation. We accept cash or checks, no credit cards. The deposit will be subtracted from the final payment on the day of the event. Additional fees may apply for damages to property or if additional cleaning is required.
- The deposit is non-refundable in the event of a cancellation.

### **Parking**

Parking is free and located in the Kakaako Waterfront Parking lot.