



PAVILION + PORTICO

- Features:

- Spacious room with an open beam ceiling & seating for up to 250 people
- A covered 30' x 30' lanai space
- Large sliding glass doors for green views & open air circulation
- (2) Extra large ceiling fans
- 12' x 18' stage

Facility Use Information:

- Availability:

| | |
|-----------------|------------------|
| Monday-Thursday | 8:00am - 10:00pm |
| Friday | 2:00pm - 10:00pm |
| Saturday | 8:00am - 10:00pm |
| Sunday | 2:00pm - 10:00pm |

- Fees:

| | |
|-------------------|------------------|
| Monday - Thursday | \$90/hour |
| Friday | \$1200 flat rate |
| Saturday | \$1700 flat rate |
| Sunday | \$1200 flat rate |

** Additional Hours on Friday & Sunday

\$100/hour based on availability (Max rate \$1700)

A \$500 Deposit is required to secure your reservation and will be retained, either in full or in part, to cover damages or violations during your event.

- **No alcohol, smoking, or vaping allowed on KEY Project premises**
- **No Helium balloons**
- Use of the commercial kitchen at KEY Project is not included
- Additional usage guidelines will be provided at time of reservation

- Typical Uses:

- Large parties/celebrations
- Meetings/presentations/ educational functions
- Memorial services

- Included:

- Up to (22) 8' wood tables
- (14) 6' plastic tables
- (250) plastic folding chairs
- (4-5) trash cans
- 15' drop down projector screen
- 85" TV w/ Bluetooth capabilities
- Fully stocked restrooms

Facility users are responsible for providing table coverings, decorations, extra trash bags.

Visit www.keyproject.org
for more information about the facilities.
For inquiries call (808) 239-5777
or email info@keyproject.org

as of 01.01.2025



PORTICO + PAVILION GUIDELINES



PLEASE BE MINDFUL & RESPECTFUL OF OUR FACILITIES & OUR NEIGHBORS

- **Availability:**

- Setup & breakdown times are included in total reserved time block
- Setup is allowed on event day only, unless prior authorization is given/additional time is reserved and paid for

- **Decorations & Setup:**

- Users are responsible for placing tables, chairs, and decorations on their own.
- Decorations are not allowed on glass doors or windows
- Decorations are allowed on stage, tables, walls, but must be easily removable:
 - Staples, nails, tacks, duct tape are NOT PERMITTED
 - String, cords, scotch tape, masking tape, Command strips are acceptable
- No helium balloons allowed

- **Tables & Chairs:**

- Please handle with care. All tables and chairs must be returned in the same condition they were provided.
- Using tables or chairs as ladders, props, or in any way other than intended use is not permitted. DO NOT stand on chairs or tables; do not sit on tables.
- All tables must be covered with paper, plastic, or cloth for duration of the event.

- **Clean Up:**

- Take down and remove all decorations, including tape, string, etc.
- Remove covers and wipe/clean tables thoroughly
- Return all tables and chairs to their original location
- Properly dispose all trash: 1) Empty all trash cans from pavilion, portico, restrooms 2) All boxes are flattened 3) Ensure all trash from interior and exterior areas is bagged securely 4) Place all trash completely inside dumpster (lids must be able to be closed & locked)
- Sweep and mop floors in both pavilion and restrooms

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- No use of the commercial kitchen at KEY Project is not included

For questions or clarification,
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