



# 2025 Rate Sheet

## Bunk Housing (Included when renting the entire facility)

	Capacity (per cottage)	Hawaii Pacific Baptist Churches (HPBC)	Non- Hawaii Pacific Baptist Churches (Non-HPBC)
K Cottages #1-2 <i>(price per cottage)</i>	28	\$490 per night	\$590 per night
K-Cottage 3	27	\$470 per night	\$570 per night
Barker #1-2 <i>(price per cottage)</i>	14	\$245 per night	\$295 per night
Barker #3	12	\$210 per night	\$255 per night
Peterson Hale <i>(separate fee for kitchen)</i>	26	\$450 per night	\$550 per night

## Meeting Rooms and Grounds (Included when renting the entire facility)

	Capacity	HPBC (per day)	Non-HPBC (per day)
Plantation Hale Kitchen <i>(for warming up and storing catered foods)</i>	-	\$100	\$150
Komohana <i>(including kitchen)</i>	50	\$200	\$250
Plantation 1st Floor	75	\$175	\$200
Plantation 3rd Floor (Upper Room)	170	\$225	\$275
Tent	200	\$225	\$275
Grounds use (need to rent when doing outdoor activities in field during stays/camps)	-	\$800	\$1,000

### Rent the Entire Facility (Use of all of the above)

**HPBC Rate: \$3,500.00 per night Non-HPBC Rate: \$4,500.00 per night**

Price listed is for up to 149 guests (capacity of the bunkhouses). Includes all facilities under Bunk Housing and Meeting Rooms and Grounds above.

*\*Plantation Hale Private Rooms, Hikina Private Rooms, and Peterson Kitchen are an additional cost\**

**Private Room Lodging (Not included when renting the entire facility)**

	<b>HPBC (per night)</b>	<b>Non-HPBC (per night)</b>	<b>Additional Notes</b>
Plantation 1-5	\$70.00	\$90.00	Per room. Rate is for 2 people. \$20 for each additional person. Communal Mens and Womens bathrooms. Bedding, towels, mini fridge, and microwave provided in each room. Shared Keurig coffee maker. Wifi available.
Hikina 1-4	\$70.00	\$90.00	Per room. Rate is for 2 people. \$20 for each additional person. Private bathrooms. Bedding, towels, mini fridge, microwave, and single serve coffee maker in all rooms. No wifi in the room.

**Food Services**

During the 2025 season we will not be having food services. Each group is required to cater or provide their own food for their stay. The kitchen in the Plantation Hale will be available for an additional fee which includes ice machine, cookware/utensils, storing, warming, and serving meals (all meals must be fully cooked previously due to licensing and permitting regulations). If renting Komohana or Peterson, groups are able to cook in them. There will be some cooking tools and cookware in those kitchens. If renting the entire facility, the Plantation Hale and Komohana kitchen fee is included. *\*Peterson kitchen is available to use at an additional cost\**

*All prices are subject to change. Mahalo!*

**2025 Miscellaneous Fees** *All fees are the same for HPBC and Non-HPBC groups.*

*Please contact us before your arrival with your special requests and questions. Mahalo!*

**CHECK IN/ CHECK OUT:** Check in time is 3 PM. Check out time is 11 AM. If you would like an early check in or late check out time, please contact our office for availability. If available, there will be a \$50 fee. Any group checking out later than 11 AM without prior approval will be charged \$50 every 15 minutes they have not vacated the premises.

**DAMAGES:** Damage to any area of the facility or equipment by the guest will be paid in full by the guest. Amount due will be based upon repair of the damaged area.

**MISSING ITEMS:** Upon your departure, our staff and volunteers will take inventory of your room/cabin. If items are missing (ie. towels, sheets, coffee pot, pillows, etc.) your group will be charged to replace items.

**LOST KEY:** Lost key fee is \$50 per key. (Plantation Hale rooms and Komohana requires a key)

**CLEAN-UP FEES:** Upon departure, guests must leave all used areas of PKCC in the same condition in which it was found upon arrival or guests may be subject to a \$300+ excessive cleaning fee. This includes any trash left

on the ground of the campus (ie. water balloon pieces, tissues from flour bombs, candy wrappers, etc.)

CAMP FIRE: \$50.00 per campfire. For groups staying 1 - 3 nights, you will be allowed one campfire per stay. For groups staying 3+ nights, you will be allowed two campfires per stay.

FACILITIES: Peterson Hale kitchen is a separate rental fee at \$75.00 per night.

OUTDOOR WATER/ELECTRICITY: All water outdoor water activities (ie. Water balloons, water guns, slip-n slide, etc.) will be charged \$75 per day. All outdoor activities requiring electricity (i.e. inflatables, food machines, sound system, etc.) will be charged \$50 per day.

AUDIO VISUAL EQUIPMENT: Sound system rental is \$75.00 per day. Video projector rental is \$50.00 per day. Projector screens are furnished at no additional cost in meeting areas.

TABLES AND FOLDING CHAIRS: Outdoor tables and folding chairs are available for use under the tent for \$200 per day.

## 2025 Deposit and Payment Conditions

1. All rates are subject to change at any time.
2. A deposit check made to Hawaii Pacific Baptist Convention with *PKCC Payment* in the memo is due *within 2 weeks* after signing and returning the Rental Agreement. Deposit amounts are calculated as follows: *Private Room - one night's stay; Partial Facility/ Entire Facility Rental - one night's stay. **This deposit is non-refundable.***
3. Final payment check made to Hawaii Pacific Baptist Convention is due 7 days prior to arrival.
4. Guest agrees to pay a \$50 processing fee for any check that may be returned by the bank due to insufficient funds. New payment must be made by cashier's check or money order.
5. Any deposit not received by the above-mentioned terms is subject to cancellation of reservation.
6. Changes to reservations can be made no later than 7 days prior to arrival.
7. No refunds will be given for early departures.
8. There will be a 2.5% late fee for all payments not received 7 days before arrival.
9. Missing or damaged items will be invoiced after staff checks property after the stay.

## Cancellations

1. Guests may cancel reservations up to 60 days prior to the reservation start date. Deposit will not be refunded.
2. Cancellations less than 60 days prior to reservation start date will be billed deposit + one night's facility rental/lodging fee.
3. Cancellations less than 7 days prior to reservation start date will be billed 50% of total facility rental/lodging fee.
4. Cancellations on the reservation start date will be billed 100% of total facility rental/lodging fee.

**PKCC is a non-profit organization and we depend on your timely payments to keep the conference center running smoothly. Mahalo!**



## USAGE GUIDELINES:

- **Check in time is 3 PM. Check out time is 11 AM.** If you would like an early check in or late check out time, please contact our office for availability. If available, there will be a \$50 fee. Any group checking out later than 11 AM without prior approval will be charged \$50 every 15 minutes they have not vacated the premises.
- **Quiet hours are from 10 PM – 8 AM.** This does not mean you have to be in your cabins, however we do ask that you refrain from making loud noises outside. Please take special note that we are located in a residential area and any noise that results in a noise complaint will not be tolerated.
- **GATE/DOOR CODES:** Front entrance gate will remain closed at all times. Group leader will have a gate code he can distribute to members of the group at his discretion. Door will have a unique 4 digit code for your group's stay. Codes will be shared with leaders' discretion. Door will remain unlocked until you pull the door closed and push the larger button at the top. Make sure you hear the beeps and yellow blinking lights to indicate that it is locked. When it blinks red please allow sometime before you press the buttons again.
- Smoking (traditional cigarettes or electronic cigarettes), drinking alcohol, drugs, tobacco, or profanity will not be tolerated in any form. Failure to comply will result in immediate removal from the facility with no refund.
- If using the kitchen, dining area and kitchenware (1st floor of the Plantation Hale and Kitchen), all meals must be consumed in the dining area. No food plates may be taken away from the dining area.
- Park only in designated areas (see campus map).
- Pets are not allowed on property at any time, with the exception of service animals.
- No items shall be hung from light fixtures or any part of the ceiling.
- Any form of fire (indoor, outdoor, candles, etc.) are not permitted. Except for a campfire in the designated area.
- Report any damage immediately. Damage to any area of the facility by the guest will be paid in full by the guest. Amount due will be based upon repair of the damaged area.
- No water activities (i.e. slip-n-slide, water balloons, inflatable water slides, etc.) should take place on the Plantation Hale front lawn or the K Cottage lawn.
- Lost and found items turned into Camp Manager will be kept for 2 weeks. After 2 weeks, items will be discarded or donated.
- You are responsible to lock your valuable items up at the end of each day. If desired, you may bring your own security team. PKCC is not liable for damages, theft or loss of items.

## CLEAN UP GUIDELINES: (Cleaning supplies in each area are provided)

- **Dining Hall** – after each meal, please have members of your group wipe down tables, put away tables, and sweep the floor. Cleaning supplies will be provided.
- **Kitchens** - if you are storing / using the kitchens for your meal prep, you are required to clean up after your group's uses. If you use any kitchenware or supplies you are required to wash it all after every meal and put it back in its original place. Additional cleanup guidelines will be posted in the kitchens.
- **Trash** - Pick up all trash in your cabin and around the campus and put it in the dumpster. This includes taking your trash to the dumpster before you check out.
- **Furniture**- Put all furniture back in its place. **PLEASE DO NOT EVER MOVE THE BEDS.**
- When you leave, turn off all the lights and air conditioners. Also, make sure all the windows and doors are completely shut and locked.
- Upon departure, guests must leave all used areas of PKCC in the same condition in which it was found upon arrival or guests may be subject to a \$300 excessive cleaning fee. This includes any trash left on the ground of the campus (ie. water balloon pieces, tissues from flour bombs, candy wrappers, etc.)

***Mahalo for choosing PKCC for your retreat!***

