



Pacific Hawaiian Group dba PHG Tents and Events

99-1405 Koaha PI Unit A
Aiea, HI 96701
P: (808) 824-1404

pacifichawaiian.com
www.phgtentsandevents.com

s 47F(1)

s 47F(1) @pacifichawaiian.com

INVOICE

s 47G(1)(a), s 47G(1)(b)

Invoice Date Jan 23, 2025
Due Balance \$3,510.50

Contact

s 22(1)(a)(ii)

s 22(1)(a)(ii) @dfat.gov.au

Business / Org

Australian Consulate-General Honolulu

Event Information

Australian Consulate General 2025
Friday, Jan 24, 2025 @ 7:30 PM - 11:00 PM PST

Location / Venue

Washington Place
320 S Beretania St, Honolulu, HI 96813

Rental Items 1/24/2025 - 1/24/2025

Description	Qty	Unit	Tax	Total
Stage Top 40' x 60'	1			s 47G(1)(a), s 47G(1)(b)
20' Mesh White Track Sidewall	2			
High Peak Marquee 20'x 20'	1			
20' Mesh White Marquee Sidewall	2			
55 GAL WATER BARRELS	13			
Lighting Café String Lights	350			
Chairs Resin Folding	14			
30" Round 42" HIGH BOYS Cocktail Tables	14			
30" Round 30" LOW BOYS Cocktail Tables	2			
Par38 Light	3			
Trailer Toilet (2 Urinals, 3 stalls) 6 unit	1			
6' Plastic Rectangle Tables	1			
8' Plastic Rectangle Tables	27			
Bar Top	2			
8' Wood Rectangle Tables	2			
Trash Bin 50 gallon with liners	10			
Sandbags for Anchors	6			
Total				\$9,296.50

labor 1/24/2025 - 1/24/2025

Description	Qty	Unit	Tax	Total
General Labor Setup (Pending)	1			s 47G(1)(a), s 47G(1)(b)
General Labor - Breakdown/Pickup (Pending)	1			
Total				\$2,000.00

Linen 1/24/2025 - 1/24/2025

Description	Qty	Unit	Tax	Total
Linen Rectangle Black 90" x 156' Polyester Tablecloths	11			s 47G(1)(a), s 47G(1)(b)
Custom Water Barrel Cover White 55 gallon	13			
Linen Clips	120			
Linen (GREEN & GOLD) Sash 36 in. Tent Decoration	20			
Linen Round Black 120" Diameter Polyester Tablecloths	14			
Linen Rectangle Black 90" x 132" Polyester Tablecloths	1			

Bar Cover - Custom Cover Black Linen	2	s 47G(1)(a), s 47G(1)(b)
Linen Round White 90" Polyester Tablecloths	2	
Custom Trash Bin Linen Cover Black 55 gal	10	
Total		\$1,670.00

Kitchen 1/24/2025 - 1/24/2025

Description	Qty	Unit	Tax	Total
Convection Oven	1	s 47G(1)(a), s 47G(1)(b)		
Cambro Insulated Food Carrier	4			
Catering Tray - Large	4			
Catering Tray Stand	4			
160 Quart Cooler white	10			
Beverage Cooler 3 Gallon	5			
Buss Tub	2			
Carving Station Heat Lamp	1			
Cutting board Large	2			
Portable Sink	1			
Propane Grill 4'	1			
25' Extension Cord	1			
Dump Buckets	2			
Ice Scooper	4			
Cambro Wheel	2			
Total				\$2,090.00

Logistics

Description	Qty	Unit	Tax	Total
Transportation w/ Mileage - Set Up - Equipment (Drop-Off) Friday, 1/24 [TBD] 320 S Beretania St, Honolulu, HI 96813	1	s 47G(1)(a), s 47G(1)(b)		
Transportation w/ Mileage - Breakdown - Equipment (Pickup) Saturday, 1/25 [TBD] 320 S Beretania St, Honolulu, HI 96813	1			
Total				\$726.80

Make checks payable to:
 Pacific Hawaiian Group dba PHG Tents and Events
 99-1405 Koaha Pl Unit A, Aiea, HI 96701
 Memo: Invoice s 22(1)(a)(ii)

Totals	
Subtotal	\$15,783.30
Tax	\$0.00
Total	\$15,783.30
Due Now	\$3,510.50
Remaining Balance	\$3,510.50

See Payments page for a full record of payments

Terms & Conditions

NATURE OF THIS AGREEMENT: Reserved equipment upon receipt of a signed "Rental Agreement". The rental of PACIFIC HAWAIIAN GROUP INC dba (PHG, Tents & Events) Tent(s) & Equipment is solely for the purpose of creating a bailment which allows Customer to use the Tent(s) & Equipment as permitted by this Agreement, for the Event and specified date. The rental stated herein for the reserved dates are due and payable regardless if Client keeps equipment for entire duration of rental term.

DEPOSIT: A 50% DEPOSIT IS REQUIRED TO RESERVE EQUIPMENT ON THE SPECIFIED DATE (S). FINAL PAYMENT IS DUE 2 DAYS PRIOR TO INSTALLATION OR PICK UP.

LINEN SECURITY DEPOSIT: A 20% REFUNDABLE DEPOSIT IS REQUIRED FOR LINEN IF THERE ARE NO DAMAGES. If there are any damages or stains to linen during duration of event, the cost of linen will be deducted from security deposit and/or charged for the difference in damages.

CHINAWARE/DISHES DEPOSIT: A 20% REFUNDABLE DEPOSIT IS REQUIRED FOR CHINAWARE DISHES IF THERE ARE NO DAMAGES. If there are any damages or stains to chinaware/dishes during duration of event, the cost of the chinaware/dishes will be deducted from security deposit and/or charged for the difference in damages.

CHANGES TO ORDER: To ensure availability of requested Tent(s) & Equipment, all changes to rental items need to be finalized 14 days prior to event date by Client. Any changes that are made by Client within 14 days of event or delivery of goods may incur additional fees, and is not guaranteed that other requested Tent(s) & Equipment will be made available for the event.

Any changes to your order that are made between 3-7 days prior the event, will incur a \$25 change fee for each occurrence.

Add ons/Changes made to your order, 48 hours Prior to Event are subject to an additional \$200 fee to your invoice by Pacific Hawaiian Group Inc.

LOSS OR DAMAGE TO TENTS AND EQUIPMENT: Responsibility for Tent(s) & Equipment remains with the Client from delivery until return. Please be sure Tent(s) and Equipment is secured when not in use. Client will be responsible for all loss or damage to the Tent(s) and Equipment due to a fire, lightning, wind, rain, other hazard, negligence, vandalism and/or theft during said rental date(s). Side Curtain walls must be kept up hanging on tent. **Do not walk on side curtain walls.**

Client will be responsible for all PHG Tents & Events costs and expenses (including reasonable attorney's fees) in any action brought to recover the rental property, collect rentals or damages, or in which PHG Tents & Events becomes a party by reason of this agreement.

DAMAGE WAIVER: For security against damaged items, a non-refundable damage waiver of 10% will be added to all Event Division orders.

FINAL PAYMENT: Client must provide PHG Tents & Events with a final count 7 days prior to event at which time a final invoice with balance due will be provided. No orders will be scheduled for delivery until final payment is received 2 days prior to event. **A \$25 surcharge may be added to your account each time an order is added or changed.**

SITE PREPARATION: Please be sure your site is ready (i.e., lawns mowed, vehicles out of the way, etc.) before the crew arrives. For all tent rentals (not including canopies) PHG Tents & Events will call Dig Safe for marking of all underground public utilities and Client agrees to inform PHG Tents & Events of the existence of any private underground utilities (i.e. phone or gas lines, septic system, pool pipes, irrigation lines, etc.), or conditions that may interfere with the ability to state and/or anchor equipment. Client assumes all responsibility for all damage to underground equipment in absence of such notice.

DELIVERY/PICKUP SERVICE: Delivery service is available on all orders regardless of size. All fees are based on tailgate delivery and charged by geographic location. Additional delivery charges will occur for 2nd floor or higher delivery locations, excessive distance for loading and unloading trucks, specific delivery and pickup times, and after-hours delivery and pickup. **Delivery fees quote may change after site inspection.**

All items will be delivered and picked up at a designated location. The client should be available to count all items upon delivery and pickup, otherwise, the counts will be considered accurate. Orders are typically delivered 1-3 days in advance of your event while pickups occur 1-2 days following your event. **Responsibility for equipment remains with the client from the time of delivery to the time of pickup.** Please be sure all equipment is secured when not in use and protected from the weather.

FAILURE TO PROVIDE SERVICE: PHG Tents & Events cannot be held liable for failure to deliver equipment or provide services due to situations beyond our control including but not limited to traffic, road closures, fires, bad weather, acts of God, Pandemic, etc.

INCLEMENT WEATHER: Client understands that tents are temporary structures designed to provide limited protection from most weather conditions; however in the event involving strong winds and lightning, tents will not provide protection and may even be damaged or blown over. Evacuation of tents to avoid possibly injury is recommended when severe weather threatens the area where the tent is erected. People must leave the tents and not seek shelter in tents during such conditions. Because it may be difficult to determine if the weather is severe enough to necessitate evacuation, it is best to err on the side of caution. In other words, if in doubt, evacuate.

PHG Tents & Events will make the service of one of its staff available on site during the event for an additional charge to assist with weather assessment and evacuation if necessary. If client declines those services client understands that it is client's responsibility to be aware of changing weather conditions and to exercise its best judgement with regard to the evacuation of the tents. Client should become thoroughly familiar with evacuation procedures whether or not they decide to retain the service of a PHG staff member during the event. Client agrees that in the event of a predicted or actual storm or excessive winds, PHG may dismantle any equipment that has been installed to ensure safety of all involved.

PHG reserves the right to suspend any and all installations of any kind due to weather.

CLEAN UP/PREPARATION FOR PICKUP: All floral arrangements, trash, and decorations should be removed from tent before scheduled pickup time. Client assumes responsibility for all damages caused by decorations. Please be aware that some decorations can cause a permanent stain on the tent, linen, and other rental items. Please ask if you are unsure to avoid the cost of damages. Decorations must not affect the structural integrity of the tent. All chairs and tables should be stacked at a secured designated drop off/pick up location.

LINEN: Client understands that fabric variations due to washing, normal use, and dye lot differences are part of the unique character of rental linens. Linens should be returned food and particle-free and be shaken out and put into laundry bags provided. Linens that are returned with burns, holes, tears, or are permanently stained due to negligence will be billed at replacement cost.

PHOTO RELEASE: Client agrees to allow PHG Tents & Events to take photos and use photos from clients' event(s) for marketing, promotional and web-based social media purposes. Client reserves the right to choose photos used from event(s).

INDEMNIFICATION AND DEFENSE: Client agrees that if legal proceedings are brought against PHG Tents & Events for compensation for personal injuries or property damage arising out of the event, client will indemnify and hold it harmless and its employees from any and all losses, claims, actions, damages, liabilities, penalties, cost and expenses (including reasonable attorney's fees) arising out of the rental herein, except for claims out of negligence, gross negligence, or willful acts or omissions of PHG Tents & Events, its agents, servants, or employees.

ADDITIONAL CHARGES MAY APPLY IF:

- The site is not ready or accessible when the crew arrives.
- The tent and rented equipment is not ready for prearranged pickup.
- Delivery or pickups is from any location other than ground level (upstairs or downstairs).
- All additional equipment is left dirty.
- Customer requires pickups before or after normal business hours.
- Site requires custom tent installation (i.e., on asphalt, decks, immovable obstructions, etc).

IN SUMMARY, the responsibility of the Tent(s) and Equipment remains with the Client from the time and date of Delivery/Set Up to the time and date of Pick Up/TakeDown. Be sure all Tent(s) & Equipment are returned according to these TERMS AND CONDITIONS. The Client is solely responsible for any additional charges incurred as a result of failure to meet these conditions. All collection fees, attorney fees, court costs, or any expense involved in the collection of rental charges will be the non prevailing party's responsibility.

PACIFIC HAWAIIAN GROUP, INC. will not be liable for any damages or injury at Event. It is also understood that by the nature of tents there may be some leakage during rains.

I have read and agree to the above Terms & Conditions and acknowledge receipt of the same. This contract is valid for all rentals purchases by this Client and supersedes all prior contracts.

Payment Policy

To confirm this agreement, an initial payment of 50.00% of the total contract amount is required.

The remaining balance is due **seven (7) calendar days prior** to the earliest of, a) the receipt of goods b) or performance of services.

General Cancellation Policy

To ensure availability of all services and products, initial payments are non-refundable. You may remove one or more item(s) from your order, or cancel your entire order, according to the following schedule, but the following cancellation fees will apply, subject to any category-specific cancellation policies:

- 8 days prior: no cancellation fee
- 7 days prior: 100% of contract total, and any initial payment(s) will not be refunded

Days prior refers to the number of days before the earliest of the receipt of goods or performance of services.

s 22(1)(a)(ii)

Signature

Printed Name s 22(1)(a)(ii) Deputy Consul-General - Australian Consulate General Honolulu

Date 24 January 2025



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PAYMENTS

s 47G(1)(a), s 47G(1)(b)

Invoice Date Jan 23, 2025

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Business / Org

Australian Consulate-General Honolulu

Event Information

Australian Consulate General 2025
Jan 24, 2025 @ 7:30 PM - 11:00 PM PST

Location / Venue

Washington Place
320 S Beretania St, Honolulu, HI 96813

Payments As of 11:24 AM on 1/24/2025

ID	Method	Date	Status	Charged	Fees	Applied Amount
s 47G(1)(a), s 47G(1)(b)	Offline - Check ACH	Jan 21, 2025	Charged	\$12,272.80	--	\$12,272.80
Totals				\$12,272.80	-\$0.00	\$12,272.80

Make checks payable to:

Pacific Hawaiian Group dba PHG Tents and Events
99-1405 Koaha PI Unit A, Aiea, HI 96701

Memo: Invoice s 22(1)(a)(ii)

Payment Summary

Applied Payments	\$12,272.80
Refunds	-\$0.00
Total Paid	\$12,272.80

Balance

Contract Total	\$15,783.30
Due Now	\$3,510.50
Remaining Balance	\$3,510.50

Minute

Date: 22 November 2024

TO. s 22(1)(a)(ii)

CC. s 22(1)(a)(ii)

Through.

FM.

Procurements at Post over \$10K – Statement of Requirement – Event Equipment Hire

Product or Services for Procurement

The Australian Consulate-General Honolulu is seeking to procure the services of an event hire company (vendor) for the purposes of providing equipment needed for the Australia Day Reception in 2025.

Need and Purpose

Services provided by a professional and reputable event equipment hire company with the intent to accommodate the specific needs of the event is crucial not only from a representational and reputational perspective for the Head of Post but also from a functional perspective. This includes the equipment used to support the event with guest numbers in the vicinity of 350 people.

Scope of Requirement

One or two event hire companies may be needed for this event dependant on vendor stock inventory. The vendor/s need to be well established, reputable, and reliable in the delivery and installation of high quality, safe and operational (electrical) equipment.

Included in this scope is the delivery, set-up and break-down (if required) of equipment including the installation of a large Marquee, tent, tables, chairs, and some decorative features such as lighting.

The requirement to procure this specific service is to ensure there is adequate functionality at the event for guests, such as tables for food and beverage services, optional seating and eating stations, and shelter for the potential seasonal wet weather conditions in Honolulu during the time of year of the event.

The vendor needs to have the availability and resources to provide the requested products and services in the required timeframe and have the capacity to deliver products and services, efficiently and in a safe manner.

The equipment requirement is as follows:

- 1x Marquee (40x60) – including water barrels.
- 1x tent (20x20) – for caterers

- 15-20 Bar tables (high/low)
- Chairs (approx.40)
- Lighting – within the Marquee
- Portable lavatory trailer
- Trestle tables for catering tent (prep) and bars x 10
- Some kitchen equipment may also be needed but to be determined.

The vendor needs to be flexible due to the venue's accessibility and have knowledge of the historical establishment on which the event is being held. The vendor needs to be open to vetting processes if required. It is preferred that the vendor selected is on the list of vendors at Washington Place, from a vetting perspective.

Location

The location of where the work is to be performed is on the historical site of Washington Place, 320 South Beretania St, Honolulu.

Contract Period

The expected duration of the contract will be for Friday 24 January 2025.

Milestones

1. To identify an appropriate vendor, have a contract approved and processed by no later than Friday 20 December 2024.
2. To have the invoices paid and finalised prior to 24 January 2025.

Applicable Standards

Any specific standards outlined in the Washington place Conditions and Guidelines in the use, placement, installation, and removal of event equipment including clean-up requirements must be adhered to.

The vendor is responsible for the break-down and removal of all equipment owned by the company from the venue site and therefore is responsible for ensuring all staff are adequately trained and covered by medical insurance.

Specified/Key Personnel

The specified/key personnel will be determined once a suitable vendor has been identified and selected.

The names of all the staff members associated with the chosen vendor cannot be identified at this stage, until a vendor has been selected.

Special Requirements (Special Requirements: Technical specifications, security requirements, conformity certification, plans, drawings, and/or instructional materials)

Some special requirements include:

- Vendor must provide proof of liability insurance and provide a copy of the certificate to the Director of Washington Place.
- Compliance within security requirements and the Conditions and Guidelines stipulated by Washington Place.

- Layout maps will be provided by the Australian Consulate Honolulu for the placement of equipment to the selected vendor prior to the event.

Meetings

There are no set meetings scheduled until an appropriate vendor has been selected. Once selected, a meeting may be scheduled if deemed necessary.

A consulate staff member will be on site when delivery and installation of equipment takes place.

Reporting

The vendor will need to provide a liability insurance certificate to Washington Place in accordance with the WP Conditions and Guidelines. This submission will need to be provided to the Director of Washington Place via email.

Contract Management: (Any performance management aspects such as Key Performance Indicators (KPIs), performance measures, incentives, and rebates).

Performance management aspects, incentives or rebates are not applicable for the procurement.

Additional information

Risks

A risk assessment has been conducted for this proposed procurement. The level of risk for this procurement and contractual arrangements with an appropriate, reputable vendor has been determined as **LOW** risk.

Conflicts of Interest

There are no conflicts of interest with this procurement process. Members of the Australian Consulate-General Honolulu, have no personal affiliations with any event hire vendor in Honolulu, Hawaii.

Budget (eg cost centre code & GL code will be used)

Estimated budget allocated for event equipment hire is \$7500. However, this likely unachievable due to the high cost of quality event equipment in Honolulu and equipment hire in general.

Cost Centre Code is ^{s 22(1)(a)(ii)} and GL Code is **s 22(1)(a)(ii)**

Number of quotes (verbal or written) sought (commensurate with the risk, type of goods/services, and nature of the market.

One or more potential vendors will be approached.

Multiple procurements in one activity?

No