Banquet Agreement

Deposit/ Policy Form for Banquet Rooms
Please take the time to read this important form. Please contact the banquet department if you have any questions. To confirm your reservation, please return the signed agreement along with the completed function questionnaire.

Confirmation/ Cancellation

1. **Confirmation:** To confirm your reservation, please return this signed agreement along with a $500.00 deposit which will be required no later than fourteen (14) days from the booking date to confirm your event.
   a. Failure to provide a deposit and signed agreement within the fourteen (14) days will nullify the reservation and allow us to open this date to any other interested party.
   b. Deposits will be applied to the final payment.
   c. In the event of a cancellation, we require 60 days notice or your deposit will be non-refundable.

2. **Guest Count:** A guaranteed count of your guests must be submitted to the banquet office no less than fourteen (14) days prior to your event date. You will be charged for the guaranteed guest count or the actual number of guests in attendance, whichever is greater. The guaranteed guest count must be greater than or equal to the required minimum number of guests for each specific room. If the confirmed guest count does not meet the required minimum of the room, you may be charged for the required minimum number of guests, or lose your deposit and be moved to a more appropriate sized room if one is available. Once the guaranteed count has been submitted, it is not subject to reduction. If a guaranteed count is not received, the tentative count will then be considered the guaranteed guest count. We are prepared to serve 5% over the guaranteed count. If additional guest show-up, the host will be asked to inform them that they can not be accommodated.

3. **Hours of Operation:** (8am-9:30pm)
   a. Room use is conditional based on food purchase for each meal period. If food is not purchased for each meal period, a facilities fee may be applied.
      i. Breakfast 8am-10am
      ii. Lunch 10am-2pm
      iii. Snacks 2pm-5pm
      iv. Dinner 5pm-9:30pm
   b. Function room must be fully vacated as stated in the Banquet Agreement. Rooms not fully vacated as required will be assessed $100 for every additional hour or fraction thereof.

4. **Set-Up/ Clean-up:** The host engager is responsible for insuring that the following rules are adhered to by those who are setting up/ cleaning up the premises:
   a. Set up time may begin no earlier than (1) hour prior to the start of your guests arrival with approval by the Banquet Manager.
   b. Please coordinate with the Banquet Manager on all decoration arrangements. We do not allow decorations to be attached to any surface by any means including, but not limited to; adhesive tape, staples, nails and thumbtacks.
   c. KCC is not responsible for the set up of any decorations including centerpieces, or party favors.
d. Clean up of the premises must be completed by 2:30pm for lunch events and 9:30pm for dinner events.
e. KCC is not responsible for the removal or discarding of any decorations brought in from guests or outside vendors.
f. In the event of any missing items or damage to banquet rooms, the cost to replace such items and damages will be deducted from your deposit.
g. Table layout must be agreed upon fourteen (14) days prior to the event date.
   i. Any changes on the day of the event are subject to a $50 service charge.

5. **Menu selection:** Menu selections must be finalized two (2) weeks prior to the event. Menu selections not finalized with in this time frame are subject to a “Default menu”.
   a. Menus selections and prices are subject to change
   b. Menu prices are subject to a 15% service charge

6. **Food and Beverages:**
   a. All food and beverages must be purchased exclusively from KCC.
   b. Due to insurance liabilities, remaining food items cannot be removed from the premises. Please carefully consider quantities when ordering.
   c. We do allow you to bring in special occasion cakes (Birthday, Anniversary, Graduation, etc.)
      i. The host assumes the responsibility for all supplies. Should you choose, KCC can cut and serve the cake which would entail a $1.00 per person Service charge.
   d. Any unauthorized outside food or beverage items that are brought in by anyone attending or in conjunction with your party, will be confiscated and returned at the conclusion of the event.

7. **Music/Entertainment:** Entertainment is permitted, but entertainment must provide their own audio equipment.
   a. A Podium Microphone is available upon request at no additional charge
   b. House Music will be played throughout the event unless specified by the host.
   c. Host may provide CD’s to be played through the “House system” so long as the do not have offensive lyrics.

8. **Deliveries:** Materials may be delivered to KCC up to two days prior to the event date with proper notification and acceptance by the Banquet Department. Guest acknowledges the following conditions:
   a. Any personal property of guests left at KCC prior to, during or following your event will be at the sole risk of the guest.
   b. KCC will not be liable for any loss of or damage to this property for any reason.
   c. Deliveries must be scheduled in advanced with the Banquet Manager

9. **Alcohol Service:** Wine and Beer are allowed to be consumed within the Dining Rooms. (some restrictions may apply) A temporary liquor permit may be required. Please consult with the Banquet Manger should you decide to provide alcohol for your guests.
   a. In compliance with Hawaii State Liquor Commission Laws, KCC will require a bartender to oversee the consumption of alcohol.
   b. Bartender fee is $75 per Bartender per function
   c. A corkage fee of $1.00 per person will be applied if you supply your own beverages.

10. **Payment:** Payment in full (less deposit) will be due Seven (7) days prior to the event date. Payment is accepted in the following forms: Credit Card (Visa/ MasterCard) Cash, Business Check, Personal check (with proper identification)
    a. Checks may be payable to Kapiolani Community College.
    b. Menu prices are subject to a 15% service charge
       i. U.H. affiliated groups may send payment via Purchase Order, P-Card, Cash, or Check.
    d. A Purchase Order number must be received by the Banquet Department seven (7) days prior to the event date.
i. Failure to provide a purchase order number within the time frame will result in a cancellation of your reservation.

11. **Tax and Gratuity**: All menus are subject to a 15% service charge. Hawaii Sate Tax does not apply. While gratuities are appreciated we do not require this and it is up to the guest to determine if any, and or the appropriate amount.

12. **Restrictions**: Guest assumes full responsibility for insuring the following are adhered to. Should such actions occur, KCC reserves the right to end an event at any time. Discounts or refunds may not be applied.
   a. KCC is an Educational Facility first and foremost. We reserve the right to cancel a reservation due to
   b. Illegal activities such as (gambling, sale or use of illegal drugs, etc.)
   c. Consumption of alcohol by minors is strictly prohibited.
   d. Kapiolani Community College is a non-smoking facility. Smoking is allowed only in the parking lots.
   e. Animals are not allowed, except those used by visually or physically impaired persons.
   f. KCC will not tolerate any type of violent, threatening, and / or intimidating behavior. Guest agrees to conduct the event in an orderly manner in full compliance with applicable laws, regulations, and restaurant rules. Guest assumes full responsibility for the conduct of all attendees at the event and for any damage done to any part of the KCC property during any time the premises are occupied by the guest, invitees, employees or independent contractors employed by the guest.
   g. KCC is an Educational Facility first and foremost. We reserve the right to cancel a reservation due to school needs which would be considered a priority.
Organization: _____________________________ Occasion: _________________________________

Day & Date: ___________________________________ Type of Event: ____________________________

Anticipated # of guests: ________

Organizer’s name: _________________________________________

Contact Phone #:__________________ Alternate #:___________________ Email: _______________

Payment type: (Deposit) _______________________________

Please fill in the following information if you would like to authorize a charge for the deposit amount:

Credit Card Type: ___________________ (Visa and MasterCard are accepted) we can also accept credit card numbers over the phone.

Cardholder’s Name (as it appears on the card): ________________________________________________

Credit Card Number: _________________________________________ Expiration Date: ______________

Checks may be payable to Kapiolani Community College and may be sent to the following address:
Culinary Arts Department
Ohelo bldg Rm #101
4303 Diamond Head Rd.
Honolulu, HI 96816
Attn: David Miyamoto

I have read and understand the conditions outlined in the Banquet Agreement and agree to comply with the stated conditions.

Print Name: ________________________ Signature: _____________________________ Date: ___________