



Banquet Information
Tel: 808-676-6324
94-200 Paioa Place
Waipahu, HI 96797

Waikēle Country Club Restaurant offers two dining rooms and an outside lanai dining area for guest to enjoy our scenic golf course.

Service and Facilities:

- Banquet rooms are determined by the number attending, time involved, and meal service planned.
- Banquet hours of operations:
Breakfast 7:00am - 10:00am
Lunch 11:00am - 3:00pm
Dinner 5:00pm - 10:00pm

Banquet Room Capacity:

- Waikēle Room I.....70 minimum
- Waikēle Room II.....20 minimum for buffet
- Waikēle Room I & II.....Please call for information
- LanaiPlease call for information
- Full Venue All Exclusive.....Please call for information

Banquet Amenities:

- Linen: White tablecloths and napkins
- Podium and Microphone. (**upon availability**)
- Deposits are required to ensure availability.

Equipment Rental:

- TV & DVD Player: \$50.00 rental fee.
- 7' Projection Screen: \$50.00 rental fee. (**Projector not included**)

Room Rental:

- Waikēle Room 2..... \$150.00 with buffet menu
- Waikēle Room 2..... \$300.00 without buffet
- Waikēle Room 1..... \$500.00 with buffet menu
- Lanai..... \$150.00 with buffet menu
- Lanai..... \$300.00 without buffet
- Full Venue, All Exclusive: **Pricing varies.**

Functions without a buffet require a minimum of \$700 in food and beverage for the use of Waikēle Room 2, and a minimum of \$3500 in food and beverage for the use of Waikēle Room 1. There are NO room extensions after 10:00pm.

Deposit and Payment Policy:

- A non-refundable, non-transferable deposit of **\$500.00** is required to confirm a banquet room reservation.
- A Credit Card on file is required at time of deposit.
- The \$500 deposit will be credited to your final cost of the function.
- The deposit should be received no later than seven (7) days after the date your reservation is made. If the deposit is not received within the required time frame, Waikēle Country Club Restaurant reserves the right to cancel your reservation and re-book your space ***without notice.***
- 50% of the estimated total charges will be due seven (7) days prior to the function date.
- Final payment (including all service fees, taxes, and room fees) will be due prior to the start of your function.
- All prices are subject to an 18% Service Charge and 4.712% Hawaii State Excise Tax.

- A portion of the 18% Service Charge is being used to pay for costs or expenses other than wage and tips for employees.

Cancellation and Refund Policy:

In the event which your event must be cancelled, a cancellation request must be submitted in writing. The event will be liable for the necessary cancellation fees, which are as follows:

- 31-90 days prior to event- Deposit will not be refunded and 50% of fees for minimum number of guest agreed upon will be charged.
- 15-30 days prior to event- Deposit will not be refunded and 75% off fees for minimum number of guest agreed upon will be charged.
- 14 days or less prior to event-Deposit will not be refunded and 100% of fees for minimum number of guest agreed upon will be charged.
- Acceptable forms of payment are: cash or any major credit cards
 - **No personal checks will be accepted.**

Banquet Policies and Procedures:

- **Final menu selections must be received at least four (4) weeks prior to function date. No substitutions of menu selection allowed. If no menu is received within the allotted time, a menu selection will be chosen for you, and full payments will be required.**
- A final guaranteed count (including children) will be required four (4) weeks prior to function date. If no final head count is received, all guests will be charged adult prices. Once the guaranteed count is received, no decrease in the count is permitted; however, upon banquet manager discretion, an increase in the final count may be allowed.
- Children ages 4-9 receive a discount of 50% off the selected buffet price. Children 3 and under are **free**.
- Arrangement for buffet items is based on the final head count.
- The buffet will remain open for 1½ hour after the start of service-(90 minutes)
- **Prices and menu selections are subject to change without notice.**
- Outside food for appetizer/desserts may be allowed with a per person fee. Prior arrangements must be confirmed and approved with the Food & Beverage Manager. A liability waiver must be signed and is kept on file.
 - **A fee of \$3.00 per person will be charged for up to 5 items. Additional charges will apply for additional menu items thereafter.**
- Only Birthday, Wedding and Anniversary cakes are allowed with the Food & Beverage Manager's discretion (**Party must provide own paper goods and servers**).
- Hosts are responsible for notifying their guest of all rules and will be held responsible for any damages caused by their guests.
- Hosts are further responsible to pay for the cost of damage(s) to our facilities or to the golf course caused by any person(s) connected with your function. The Guest's Credit Card on file will be charged for all damages related to their event.
- Waikele Country Club Restaurant will not be responsible for any kind of loss, damages or destruction of any property; whether brought to Waikele Country Club Restaurant by a guest or left in a function room.
- Decorations are allowed providing customer agrees to remove all decorations at the end of the party (**NO staples, nails, open flame, glitter, or confetti**).
- **Guest will be given a 30-minute grace period to clean up after function; however, function room must be fully vacated no later than 30 minutes after agreed upon function hours, or an additional fee of \$125 will be assessed for every additional hour or fraction thereof.**
- Entertainment for parties are allowed at the discretion of the banquet Manager/Supervisor, who will monitor the noise.

Bar Policies:

- No outside beverages of any kind, or coolers are allowed on the premises. Any person not in compliance will be asked to leave the premises; no refunds will be given.
- Special bottles of wine may be allowed at the Food & Beverage Manager’s discretion, provided the Waikele Country Club cannot bring in requested label.
 - **A \$25.00 Corkage Fee per bottle will be charged.**
- All banquet guests must remain within the dining and/or lanai area. **Guests are not allowed on the golf course for safety purposes.**
- **Tailgating is not allowed and will be enforced by golf course security.**
- All patrons must be 21 years of age or older to purchase or consume alcoholic beverages and must provide a valid identification upon request.
- Hosts will be immediately warned should any alcoholic beverage be consumed by minors. If said action persists, the function will be shut down immediately, and all outstanding payments will be due in full.
- **Last call for alcoholic beverages will be thirty (30) minutes prior to the end of the function.**
- **Food that has been prepared for the buffet by Waikele Country Club Restaurant may not be removed from the premises.**
- **Hosts shall be responsible for injuries to any of your guests, or to the general public resulting from negligent action(s) by any person(s) connected with your function.**
- **Waikele Country Club Restaurant reserves the right to inform the Host of any of their guests who may be disorderly, obnoxious or out of control before we remove said guest(s) from our premises.**

State Law:

- Hawaii’s Revised Statutes makes it illegal for Waikele Country Club Restaurant to serve liquor to a person under the influence of alcohol.
- We reserve the right to deny service to that person using tact and diplomacy.
- The bartender will examine identification cards before any liquor is served. Alcoholic beverages will not be served to anyone under the age of 21 years, in accordance with Hawaii State Laws.

Acknowledgement:

- Patrons must agree to fully comply with the terms and agreements stated in this Waikele Country Club Restaurant Agreement Form:
- Your signature on this form constitutes acknowledgement that the foregoing conditions have been read, understood and that you agree to comply with said conditions.

I have read and understand the conditions outlined on the preceding pages of this Banquet Agreement Form and agree to comply with all said conditions.

Accepted by: _____
(Please Print)

Signature: _____ Date: _____

Phone: _____ Email: _____

Function Date and Time: _____ Deposit: _____

Please initial selected room(s) reserved: Waikele Room I _____ Waikele Room II _____ Lanai _____ Full Venue _____