

WAIKELE COUNTRY CLUB

BANQUET CONTRACT AND POLICIES



Waikēle Country Club

94-200 Paioa Place, Waipahu, HI 96797

Phone: 808-676-9000

Fax : 808-677-9839

www.golfwaikēle.com

We are most pleased that you have selected Waikēle Country Club as the site for your event. We are certain that you will find our professional staff and overall amenities will exceed your every need.

SCHEDULE OF EVENTS

Official Event Title :

Date(yyyy.mm.dd) :

Estimated # of Guests :

Starting Time :

Ending Time :

Room Type :

Rental Fee :

Event Format : Buffet Others :

Equipment Rental : TV&DVD Player Projection Screen Podium Microphone

Menu Option :

Estimated Revenue :

Contact Name / Event Director :

Address :

Primary Phone :

Alternate Phone :

Email :

Fax # :

Memo :

1. SERVICE AND FACILITIES

Banquet room are determined by the number attending, time involved, and meal service planned.

Banquet hours of operation: Breakfast 8:00am – 10:00am

Lunch 11:00am – 2:00pm

Dinner 4:00pm – 8:00pm (No room extensions after 8:00pm)

2. **FOOD & BEVERAGE MINIMUMS AND FEES**

Your Food and Beverage (F&B) Revenue Minimum is stated below. This is the minimum amount that must be spent by you and/or your guests at your event for food and beverages, even if the number of guests who attend your event is less than the final attendance figure that you supply to us. If for some reason the food & beverage minimum is not met, the difference will be applied as an additional site rental fee. Please note that equipment rental, cash bar sales, service charge and sales tax are considered in determining whether the food & beverage minimum is satisfied. .

The following is a guideline of Waikēle Country Club’s Restaurant capacity and hosted food and beverage minimums:

Breakfast & Lunch	Room Capacity	F&B Minimum	Room Rental Fee	
			With Buffet	Without Buffet
W- I	70+	\$3,500	\$500	RAUR
W-II	20+	\$700	\$150	\$300
W-I & W-II	100+	RAUR	RAUR	RAUR
Lanai	20+	RAUR	\$150	\$300
Full Venue All Exclusive	150+	RAUR	RAUR	RAUR

- ❖ RAUR : Reference Available Upon Request
- ❖ Minimum may be reduced for value dates, please inquire with the F&B Manager.
- ❖ Room Rental Fee covers the cost of labor setup, breakdown, standard linen, table, utensils, building cleaning and maintenance fees.

3. **CATERING INFORMAITON**

Waikēle Country Club can provide you with a wide variety of services for your function. These services include but are not limited to: plated service and formal service. If you have a special request not listed, we will be happy to accommodate your needs if possible.

Waikēle Country Club requires a breakdown for the number of entrees needed when more than one selection is made. If your group is larger than 30 we strongly suggest a buffet option (if applicable). The buffet will remain open for one and half hour (90 minutes) after the start of service.

We require a final menu selections and guaranteed count thirty (30) days in advance and we will charge for the guaranteed count or number served whichever is greater. If no guarantee is received thirty days prior to the event, the Club will consider the last estimate to be the guarantee. No additional food may be added during the function without prior consent of the Manager on Duty.

If a guarantee is not provided, your last estimate becomes your guarantee. Guarantees are not subject to reduction. It is the host’s responsibility to inform Club management how many of each item will be needed. It is also their responsibility to identify who will receive each item. Waikēle Country Club management will assist in this process.

The children age of 4-9 are counted at a 50% discount on the per person charge for buffets, not to exceed more than 20% of the adult guarantee. Portions prepared for children will be 50% less than for adults. Specialty Children's menus do not apply.

Waikēle Country Club is able to provide dessert options for your event. Should you wish to bring a dessert from an outside vendor a fee of \$3.00 per person up to 5 items will be added to the event contract. Prior arrangements must be confirmed and approved with the Food & Beverage Manager. A liability waiver must be signed and is kept on file. Only Birthday, Wedding and Anniversary cakes are allowed with the Food & Beverage Manager's discretion (Party must provide own paper goods and servers).

Decorations are allowed provided that customer agrees to remove all decorations at the end of the party (NO staples, nails, open flame, glitter, or confetti). The 30-minute grace period will be given to clean up after function; however, function room must be fully vacated no later than thirty (30) minutes after agreed upon function hours, or an additional fee of \$125 will be assessed for every additional hour of fraction thereof.

4. DEPOSIT AND PAYMENT

Acceptable forms of payment are with credit card or certified check. Credit card charges are subject to a 3.0% Processing Fee.

- A \$500.00 INITIAL DEPOSIT is required to secure the date of your event. The deposit will be applied toward your final bill. The deposit is non-refundable or non-transferable.
- The initial 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 reserves the right to cancel your reservation and re-book your space without notice.
- The 50% of the estimated total, less the initial deposit, is due thirty (30) days before the event. In the event that MID PAYMENT is not received within seven (7) days, a 10% late fee will accrue or Waikēle Country Club reserves the right to cancel your reservation without notice.
- The REMAINING BALANCE or FINAL PAYMENT (including all service charge, taxes, and others) shall be paid before your event can commence. Any incidental fees incurred on the day of the event will be invoiced separately.
- The final payment is based off of the final number of guest submitted thirty (30) days prior to your event. If fewer guest than your final guest count attends, REFUNDS OR DISCOUNT will NOT be given.
- If the number of guests that attend is more than the number that was originally communicated, the host will be charged for those individuals plus 10% of cost.
- Acceptable forms of payment are major credit cards or certified check. No personal checks will be accepted.
- A signed and completed credit card authorization form is required and will be kept on file, until the completion of the event.
- All prices are subject to a 20% Service Charge and 4.712% Hawaii State Excise Tax.
- A portion of the 20% Service Charge is being used to pay for costs or expenses other than wage and tips for employees.

5. CANCELLATION

Client is required to notify the Waikēle Country Club in writing of any cancellation of the Event. Client acknowledges that if it cancels its planned Event, this action constitutes a breach of Client's obligation to the Waikēle Country Club and the

Waikēle Country Club would be harmed. Client therefore agrees to pay the Waikēle Country Club, within seven (7) days after any Cancellation, as a penalty, based on the following schedule:

Cancellation Fee Schedule

Number of Days Prior to Event Written Notice of Cancellation is Received	
After Signing of Contract	Initial Deposit will be NOT refunded
Less than 90 Days Prior to Event	50% of Estimated of Charge
Less than 30 Days Prior to Event	100% of Estimate of Charges

It is the sole discretion of Waikēle Country Club to determine if operation is cause for cancellation of the day of the event. If, in our opinion, an event must be cancelled, you will have the option to reschedule for another day. There will be no refunds unless the Waikēle Country Club is closed by officials on site.

6. GUARANTEED ATTENDANCE

Waikēle Country Club requires a 30-days notice for the final notification as to the number of guests who will be attending the event. This is the number that will be used to calculate the final cost and meal preparation of the function. There will be no exceptions, including illness. If the number of guests who attend is more than the number that was originally communicated, the host will be charged for those individuals plus 10%.

7. SPECIAL EQUIPMENT

Parties requiring special equipment, folding chairs, tents, special tables, etc. will be charged for the rental, delivery and pick-up. Fees for use of audio-visual items are as follows: 7" Projector Screen (Projector not included) = \$50.00, TV&DVD Player = \$50.00, and Microphones/Sound system/Podium = No Charge.

8. BAR POLICIES

Due to the laws that govern the State of Hawaii, outside beverages are not allowed. Anyone bringing in outside beverage to the event will be denied an entry. In order to serve a guest alcoholic beverages of any kind, they must be 21 years or older and possess valid and legal identification. Any guest that looks under the age of 40 may be required to show proof of age before being served any alcoholic beverage.

- 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 Waikēle Country Club cannot bring in requested label. Sixty (60) days prior notice is required.
- A \$30.00 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 Waikēle 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.
- Waikēle Country Club 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.

9. TAX AND SERVICE CHARGE

All charged prices are subject to a Club Service Charge of 20%. You are responsible for the payment of all state sales tax incurred in connection with your event.

10. CONFIRMATION OF YOUR EVENT

We must receive final menu selections, room arrangements and other details at least thirty (30) days prior to your event. Menu pricing can be guaranteed up to thirty (30) days prior to your event. After you provide us with the final selections and arrangements, we will present you with a banquet event order (BEO) confirming the specific requirements of your event. Please notify us immediately if you believe that there are any discrepancies between the final selections and arrangements you provided to us and the BEO. We will require the BEO to be signed confirming your review and acceptance. We are not responsible for any discrepancies made after signing of acceptance.

11. IMPOSSIBILITY

The performance of this Contract is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party - such as acts of God, war, acts of terrorism, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities - to the extent that such circumstance makes it illegal or impossible for the Waikēle Country Club to provide, or for groups in general to use, the Waikēle Country Club facilities. The ability to terminate this Contract without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting for the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

12. DAMAGE OR VANDALISM POLICY

Host is responsible for notifying their guest of all rules and will be held responsible for any damages caused by their guests. Any damages or vandalism to Club property will be charged to the Final Event Bill. The host will be responsible for any vandalism or damages to Club Property. Any items damaged or vandalized will result in a \$200 Charge per item plus the cost to replace. In addition, the host will pay for the amount of materials and labor to repair the damage or vandalism. The use of nails, tape, wire, thumbtacks etc. will not be allowed unless approved by the Food and Beverage Manager.

13. LOST OR STOLEN

Waikēle Country Club is not responsible for any lost or stolen items. Waikēle Country Club is not responsible for your or guest's damages or loss to possessions or item left in the vehicle.

TERMS AND CONDITIONS AGREED TO:

Signature below indicates that I/we fully consent with all of Waikēle Country Club contract terms and conditions including, but not limited to, fee, payment, damages, inclement weather and cancellation policies.

AGREED & ACCEPTED BY:

Print Name: _____

Signature: _____

Date: _____

If you have any question regarding your outing or this contract, please contact Yvonne Bellefeuille at 808-676-6324 or by email at restaurant@golfwaikēle.com. Please return your signed agreement, and credit card authorization form either by fax, mail or scan and email. We look forward to working with you and serving your customers.

Waikēle Country Club

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CREDIT CARD AUTHORIZATION FORM

Dear Client,

This form has been created to allow you to have expenses charged to your credit card.

Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission.

CARDHOLDER INFORMATION

Name as it appears on the Credit Card : _____

Card Type : [] Visa [] Master [] Amex [] Diner/CB [] Discover [] JCB [] Others : _____

Account Type : [] Individual [] Corporate Company Name : _____

Account Number : _____ Exp. Date : _____

Issuing Bank : _____

Bank Phone Number(located on back of card) : _____

Address(where statement is mailed) : _____

City, State and Zip : _____

Contact Number : _____

Fax or alternate number : _____

I certify that all information is complete and accurate. I hereby authorize Hoban E&C USA, Inc.(dba. Waikēle Country Club) to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above..

CARDHOLDER NAME : _____

CARDHOLDER SIGNATURE : _____

DATE : _____

Waikēle Country Club

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BANQUET EVENT ORDER (BEO)

 Official Event Title : _____
 Date(yyyy.mm.dd) : _____ # of Guests : _____
 Starting Time : _____ Ending Time : _____
 Room Type : _____ Rental Fee : _____
 Estimated Invoice : _____

Item	Cost	Quantity	Total
Room Charge			
Menu 1)			
Menu 2)			
Menu 3)			
Menu 4)			
Menu 5)			
Others 1)			
Others 2)			
Others 3)			
	Sum		
	Deposit Paid		
	Service Charge		
	Tax		
Total Cost			

Contact Name / Host : _____

Address : _____

Primary Phone : _____ Alternate Phone : _____

Email : _____ Fax # : _____

AGREED & ACCEPTED :

NAME : _____

SIGNATURE : _____ DATE _____

