

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

1. **Confirmation:** All reservations will remain tentative until form has been filled out completely and returned to banquet office, along with required deposit. There is a \$650.00 deposit required for the Kapa'akea room and a \$150.00 deposit for all other rooms. Deposits will be applied to the final payment on the day of your event.
2. **Cancellation:** All room deposits are **non-refundable**. Deposit will not be returned upon cancellation of your event for any reason, including date and room changes.
3. **Payment:** Payment in full (less deposit) will be due upon completion of event. We do not accept personal checks or special billing arrangements. Senior citizen discount is not honored for banquet events.
4. **Event hours:** All lunch events must begin no earlier than 11:00 am (Sat./Sun. 10:00 am) and conclude no later than 2:00 pm or an overtime charge of \$500.00 will apply. All Dinner events must begin no earlier than 5:30pm (Sat./Sun. 5:00pm) and conclude no later than 10:00 pm or an overtime charge of \$500.00 will apply.
5. **Guest count:** A confirmed count of your guests must be given to the banquet office by the date given by the banquet manager. You will be charged for the confirmed guest count or the actual number of guests in attendance, whichever one is higher. The confirmed guest count must be greater than or equal to the required minimum number of guests for the room. If the confirmed guest count does not meet the required minimum of the room, you will (a) be charged for the required minimum number of guests, or (b) lose your deposit and be moved to a more appropriately sized room if one is available. Once the confirmed count is given, it is not subject to reduction. If a confirmed count is not received, the tentative count will be considered the confirmed guest count.
6. **Tax and gratuity:** All prices are subject to 18 % gratuity and 4.71% Hawaii State Tax.
7. **Set-up and clean-up:** You are responsible for insuring that the following rules are adhered to by those 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 department.
 - b. 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. The Willows is not responsible for the set-up of any decorations including centerpieces, party favors, and wedding cake assembly.
 - d. Clean-up of the premises must be completed by 2:00pm for lunch events and 10:00pm for dinner events.
 - e. The Willows is not responsible for the removal and 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.
8. **Food and beverages:** All food and beverage must be purchased exclusively from the Willows. All food and beverage must be consumed on the Willows property. No leftover food from any Willows buffet may be taken out. We do allow you to bring in special occasion cakes (birthday, wedding, etc.). 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.
9. **Music and entertainment:** Live entertainment is not allowed in any banquet rooms, except for the Kapaakea room. See your banquet representative for more information.
10. **Deliveries:** Materials may be delivered (by guest or outside vendor) to the Willows 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 the Willows either prior to, during or following your event, will be at the sole risk of the guest.
 - b. The Willows will not be liable for any loss of or damage to this property for any reason.
 - c. Guest acknowledges that the Willows does not maintain insurance covering guest's property and that it is the sole responsibility of guest to obtain business interruption property damage insurance covering such losses by guest.
11. **Termination of agreement:** The Willows will not be held liable for failure to carry out arrangements that are beyond it's control including, but not limited to, strikes, labor disputes, accidents, government requisitions, restrictions or regulations on travel, acts of war or acts of God. Upon return of customer's deposit, in no way will the Willows be held liable for consequential damages of any nature for any reason whatsoever.

12. **Restrictions:** Guest assumes full responsibility for insuring the following are adhered to. Should such actions occur, the Willows reserves the right to end event at any time. No discounts or refunds will apply.
- a. No illegal activities allowed (i.e. gambling, sale or use of illegal drugs, etc.)
 - b. No alcohol consumption by minors.
 - c. No smoking allowed.
 - d. No animals allowed, except those used by visually or physically impaired persons.
 - e. The Willows 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 persons in attendance at the event and for any damage done to any part of the Willows premises during any time the premises are occupied by the guest, invitees, employees or independent contractors employed by the guest.

Please fill in the following information:

Name of Group / Guest(s) of Honor: _____

Day & Date of Event: _____

Type of Event: _____ Lunch or Dinner Event: _____

Deposit Amount: _____ Payment Type: (for deposit) _____

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

Credit Card Type: _____ (VISA, MC, AMEX, DISCOVER, DINERS, JTB are accepted)

Cardholder's Name (as it appears on the card): _____

Credit Card Number: _____ Expiration Date: _____

Banquet Room: (check one)

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| <input type="checkbox"/> Kapaakea Room | Minimum: 75 adults | Maximum: 150 seats |
| <input type="checkbox"/> Downstairs Tearoom | Minimum: 20 adults | Maximum: 40 seats |
| <input type="checkbox"/> Upstairs Tearoom | Minimum: 20 adults | Maximum: 56 seats |
| <input type="checkbox"/> Imaikalani Room | Minimum: 15 adults | Maximum: 20 seats |
| <input type="checkbox"/> Honolulu Room | Minimum: 5 adults | Maximum: 14 seats |
| <input type="checkbox"/> Rainbow Room / Top | Minimum: 30 adults | Maximum: 50 seats |
| <input type="checkbox"/> Rainbow Room / Bottom | Minimum: 15 adults | Maximum: 30 seats |
| <input type="checkbox"/> Entire Rainbow Room | Minimum: 60 adults | Maximum: 92 seats |

Final guest count due by this date: Month _____ Day _____ Year _____

Price quoted: \$ _____ per adult / \$ _____ per keiki (4 to 10 years old) plus tax & 18% gratuity
 \$ _____ Room Charge
 \$ _____ Bartender Fee (May apply to banquet events with 30 or more guests)

By signing below, you understand and agree to all policies and information listed above:

Print Name _____ **Signature** _____ **Date** _____

For Office Use Only:

Received by: _____ Date Accepted: _____ Log Book Number: _____