

# Willows Restaurant

901 Hausten Street Honolulu, HI 96826 (808)952-9200 / (808)952-0050 fax

## Deposit / Policy Form for Restaurant Buyout

Please take the time to read this important form. Please contact the catering department if you have any questions.

1. **Deposit(s):** All reservations will remain tentative until form has been filled out completely and returned to catering department, along with required initial deposit. There is an initial \$1000.00 deposit required to hold a date for a restaurant buyout. A 25% deposit of the estimated food and beverage revenue is required no later than two months prior to the date of event. A 50% deposit of the estimated food and beverage revenue is required no later than one month prior to date of event. All deposits will be applied to the final payment on the day of your event. **All deposits are non-refundable. Deposits will not be returned upon cancellation of your event for any reason.**
2. **Payment:** Payment in full (less deposits) will be due upon completion of event. We do not accept personal checks or special billing arrangements.
3. **Event hours:** All lunch events must begin no earlier than 11:00 am (Sat./Sun. 10:00 am) and conclude no later than 2:30 pm or an overtime charge of \$500.00 will apply. All Dinner events must begin no earlier than 5:30 pm (Sat. / Sun. 5:00pm) and conclude no later than 10:00 pm or an overtime charge of \$500.00 will apply.
4. **Tax and gratuity:** All prices are subject to 18 % gratuity and 4.16% Hawaii State Tax.
5. **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 prior to the start of your guests arrival with approval by the catering department.
  - b. Coordinate with the catering director 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. Furniture, fixtures and equipment may not be removed without prior consent by the catering department.
  - e. Clean-up of the premises must be completed by 2:30pm for lunch events and 10:00pm for dinner events.
  - f. The Willows is not responsible for the removal and discarding of any decorations brought in from guests or outside vendors.
  - g. In the event of any missing items or damage to the Willows property, the cost to replace such items and damages will be deducted from your initial deposit.
6. **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. You will need to let the catering department know if you will **HOST** any beverages for your guests at your function. **NO HOST** means that your guests will pay for their own beverages. We do allow you to bring in cakes (birthdays / weddings) and bottled wine or champagne for your celebration. Any bottled wine or champagne that is brought in must be sealed. There is a \$15.00 corkage fee per bottle that is opened on the Willows premises. 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 and entertainment:** All entertainment must conclude no later than 9:00pm. The Willows reserves the right to monitor the nature of all entertainment at the event. The Willows also reserves the right to monitor and adjust the volume at such events. Please inform the catering department if you intend to have any entertainment or if you plan to use any type of audiovisual equipment. Restrictions may apply. Audiovisual equipment is available to rent for an additional charge.
8. **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 catering 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.

9. **Parking:** Valet parking is available for \$3.00 per vehicle (gratuity not included). You will need to decide if you will **HOST** parking for your guests. **NO HOST** means that your guests will pay for their own parking. 10/2003
10. **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.
14. **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.

**Please fill in the following information:**

Name of Function: \_\_\_\_\_

Day & Date of Function: \_\_\_\_\_ Lunch or Dinner Function: \_\_\_\_\_

Type of Event: \_\_\_\_\_

**Price quoted:** \_\_\_\_\_ people minimum: \$\_\_\_\_\_ per person (plus tax and 18% gratuity) and \$\_\_\_\_\_ bar limit.

Initial Deposit Amount: \_\_\_\_\_ Payment Type: (for deposit) \_\_\_\_\_

25% Deposit Amount: \_\_\_\_\_ Payment Type: (for deposit) \_\_\_\_\_

50% Deposit Amount: \_\_\_\_\_ Payment Type: (for deposit) \_\_\_\_\_

**Please fill in the following information if you would like to authorize deposit payment(s) to a credit card:**

Name as it appears on Credit Card: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ **Signature of cardholder:** \_\_\_\_\_

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

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Office Use Only:**

Initial deposit: Received by: \_\_\_\_\_ Date Accepted: \_\_\_\_\_ Log Book Number: \_\_\_\_\_

25% deposit: Received by: \_\_\_\_\_ Date Accepted: \_\_\_\_\_ Log Book Number: \_\_\_\_\_

50% deposit: Received by: \_\_\_\_\_ Date Accepted: \_\_\_\_\_ Log Book Number: \_\_\_\_\_