

Deposit / Policy Form for Wedding Ceremonies

Please take the time to read this important form. 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 the banquet office with required deposit. A deposit of one-half the value of the wedding package or ala carte item(s) is needed upon agreement. The Willows will not make any arrangements until a deposit is made. The remaining balance will be due no later than two weeks prior to date of event. Deposit will be applied to your final payment.
2. **Cancellation:** All deposits are **non-refundable**. Deposit will not be returned upon cancellation of your ceremony for any reason.
3. **Payment:** Full payment of all services is due no later than two weeks prior to date of ceremony. We do not accept special billing arrangements. All prices are subject to 4.16% Hawaii State Tax and an 18% service fee.
4. **Ceremony hours:** Ceremonies need to be held between the following hours: Monday-Friday 8:30am to 11:00am / 3:30pm to 5:30pm; Saturday and Sunday 8:30am to 10:00am / 3:30pm to 5:00pm.
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 no earlier than 8:30am for morning ceremonies and 3:30pm for afternoon ceremonies and must be scheduled with 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. The Willows is not responsible for the removal and discarding of any decorations brought in from guests or outside vendors. \$100.00 clean-up fee applies. If a clean-up fee is necessary for your ceremony, payment is due in full at the completion of the ceremony.
 - e. Furniture, fixtures and equipment may not be removed without prior consent by the banquet department.
 - f. In the event of any missing items or damage to the ceremony site, the cost to replace such items and damages will be deducted from your deposit.
6. **Deliveries:** Materials may be delivered (by guest or outside vendor) to the Willows up to two days prior to the date of the ceremony 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.
7. **Parking:** Valet parking may not be available prior to the start of your wedding ceremony. Ask the banquet manager for more details regarding parking arrangements.
8. **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 outside food and drinks allowed. All Food & Beverage must be purchased exclusively from the Willows. All Food & Beverage must be consumed on the Willows property. The Willows reserves the right to confiscate any such outside items, and will return to guest at the conclusion of event.
 - b. No illegal activities allowed (i.e. gambling, sale or use of illegal drugs, etc.)
 - c. No alcohol consumption by minors.
 - d. No smoking allowed.
 - e. No animals allowed, except those used by visually or physically impaired persons.
 - f. 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.

9. **Special arrangements:** All special arrangements (music, entertainment, etc.) must be approved by the banquet department. **Willows Fax # (808) 952-0050**
10. **Delays:** If your ceremony fails to start on time, overtime charges may apply. Should a delay occur, it is not guaranteed that all services will be available beyond the scheduled time.
11. **Termination of agreement:** The Willows will not be held liable for failure to carry out arrangements that are beyond its 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.

ACCEPTED & APPROVED Please fill in the following information if you have read and agree to all wedding package policies:

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

Bride _____ **Date of Event** _____

Groom _____ **Set-up Time** _____

Location of Ceremony _____ **Ceremony Time** _____

Wedding Package _____ **Reception Area & Start Time** _____

Wedding Package \$ _____
 Additional costs \$ _____
 Tax \$ _____
 Service Charge \$ _____

Total Due \$ _____

Deposit \$ _____
 Date _____
 Log Book # _____
 Received by _____

Deposit \$ _____
 Date _____
 Log Book # _____
 Received by _____

Deposit \$ _____
 Date _____
 Log Book # _____
 Received by _____

Deposit \$ _____
 Date _____
 Log Book # _____
 Received by _____

Fill out the following information if you would like to authorize the wedding package charges to your credit card:

Name on credit card _____

Credit card number _____

Credit card type _____

Expiration date _____

Notes:

Remaining balance is due by: _____