



# Terms and Conditions

## **CONTACT INFORMATION**

Merryl Iraha (Director of Banquets & Events)

Email : miraha@royalhawaiiangc.com

Phone : (808) 275-4645

Chanel Castro (Event Specialist)

Email : ccastro@royalhawaiiangc.com

Phone : (808) 275-4646

## **OFFICE HOURS**

Monday to Friday: 9 am to 3 pm

Weekends: By Appointment Only

Closed on the Following Holidays:

New Year's Day                      Independence Day

President's Day                      Labor Day

Good Friday                          Thanksgiving Day

Memorial Day                      Christmas Day

Kamehameha Day

## **ALI'I BALLROOM**

**\$2,000 Room Fee (200 Person Capacity)**

Weekdays:                          50 Adults Minimum

Weekends & Holidays:        100 Adults Minimum

## **MAUNAWILI ROOM**

**\$500 Room Fee (50 Person Capacity)**

Weekdays:                          10 Adults Minimum

Weekends & Holidays:        20 Adults Minimum

## **OLOMANA ROOM**

**\$800 Room Fee (80 Person Capacity)**

Weekdays:                          20 Adults Minimum

Weekends & Holidays:        40 Adults Minimum

## **ADULT MINIMUM**

In the event that your final head count falls below the adult minimum for your room, you will still be charged the adult head count minimum as specified above, regardless of your actual head count.

## **LUNCH EVENTS**

Set Up 8:30 am - 10:00 am

Event 10:00 am - 2:00 pm (4 Hours)

Clean Up 2:00 pm - 2:30 pm

## **DINNER EVENTS**

Set Up 3:30 pm - 5:00 pm

Event 5:00 pm - 10:00 pm (5 Hours)

Clean Up 10:00 pm - 10:30 pm

Due to the restrictions of the Conditional Use Permit for our property, we are required by law to completely close down our facilities by 10:30 pm on weekdays and 12:00 am on weekends. Requests for additional time will be considered on a case-by-case basis and is subject to approval.

Should your event exceed your specified function schedule, you will be charged an Overage Fee of \$500 per hour (or any fraction thereof), which is subject to our current Service Fee and Tax.

## **DECORATIONS**

Set up and clean up of all tables and chairs will be done by our staff only. When you arrive for the start of your set up time, the room will be arranged as specified on your floor plan.

You are responsible for setting up your decorations, centerpieces, etc. Decorations may not be nailed, taped, tacked or attached to the walls, ceilings, and/or windows in any way. If you would like to keep your decorations, centerpieces, etc., please take it with you at the conclusion of your event. Anything that is left behind will be disposed of by our staff. Confetti, small cut-outs, and loose glitter are not permitted. Votive candles are allowed only when placed within a candle holder.

## **CHILDREN'S MENU PRICES**

Children's menu prices will apply if you meet the adult minimum for your selected room. Prices for children ages 3-10 is 50% of the adult menu price. Children ages 2 and under are free.

## **FOOD AND BEVERAGES**

You are allowed to bring in your own special occasion cake and/or cupcakes (wedding, birthday, graduation, etc.) to be consumed at your event. Please let us know if your cake is pre-cut or if you need your cake to be refrigerated. Refrigeration accommodation cannot be guaranteed and is subject to availability.

If you would like our staff to cut and serve your cake, you will be charged a Serving Fee of \$2 per person, based on the total number of people attending your event, which is subject to our current Service Fee and Tax. To avoid this fee, please arrange for someone to cut and serve your cake for you. Any additional outside food and beverages are not allowed, with the exception of gifts or favors that are not to be consumed on our premises.

Your buffet will remain open for 1-1/2 hours. Leftovers cannot be kept or taken off premise, with the exception of your special occasion cake and/or cupcakes. Eating and/or drinking is not permitted outside our banquet facility, except in pre-approved locations.

## **BAR**

All alcohol must be purchased through our bar and distributed via our bartender. You and your guests will not be permitted to pour your own drinks or bring in your own alcohol, with the exception of gifts or favors that are not to be consumed on our premises. Should any alcohol brought by you or your guests be opened while on property, you will be charged a Corkage Fee of \$50 per open can or bottle, subject to our current Service Fee and Tax.

Last Call will be given 45 minutes before the end of your event and the bar will close 30 minutes prior to your scheduled event end time. All liquor laws will apply. Only those who are 21 years or older will be permitted to purchase and/or consume alcoholic beverages. Your guests will be asked to provide valid identification. We reserve the right to monitor all alcohol consumption and to refuse service to a visibly intoxicated person.

Please refer to our current Bar Selection for more information regarding beverage options and prices.

## **LINENS AND CHINAWARE**

White linen tablecloths, napkins and chinaware will come standard with every event. If you would like colored linens instead, please contact us for color options and prices.

## **WEDDINGS**

Please contact us for more information about hosting your ceremony and/or reception with us.

## **ENTERTAINMENT**

Entertainment for your event is permitted at our discretion. You will be asked to turn down your noise level/volume if our staff deems it necessary. All music and/or entertainment must conclude at least 15 minutes prior to your scheduled end time.

Outside activities including but not limited to: lawn games, bounce houses, etc. are not allowed. If you would like to have special activities within the banquet room, such as a photo booth, balloon twisting, face painting, etc., please let us know. All activities must be approved in advance.

## **VENDORS**

All outside contracted service vendors including but not limited to photographers, videographers, florists, DJs, musicians, and photo booth companies are subject to approval. All vendors and service providers must submit a Certificate of Insurance naming "YHB Hospitality dba Royal Hawaiian Golf Club" as an additionally insured certificate holder. They must also have a liability insurance policy of at least \$1,000,000. Companies that fail to meet this requirement will not be able to provide services on our property. It is your responsibility to inform all of your vendors and service providers of this requirement. Please contact us to see if we already have a certificate for your service provider on file.

## **DELIVERIES & PICK-UPS**

All deliveries and/or pick-ups must occur at our main entrance near the fountain. Temporary parking is permitted up to 15 minutes. Please move your vehicle to our guest parking structure upon completion. If you would like to drop off your supplies and/or equipment in advance, contact us to make arrangements. Please note that we will not be held liable for any damages or losses that may occur.

## **RESERVATION AND PAYMENTS**

If you would like to book your event with us, please inquire about available dates. We begin accepting reservations 14 months in advance. Our reservation procedure is as follows:

- **Tentative Hold**: If the date you are interested in is available, we can place a Tentative Hold on it for you. All Tentative Holds expire after 14 consecutive days, no exceptions.

- **Initial Payment**: To confirm your event with us, please submit your signed Contract and nonrefundable, nontransferable Initial Payment of \$1,000. Both items must be received before your 14-day Tentative Hold expires or we cannot guarantee that your preferred date will still be available.

- **Second Payment**: Your Second Payment is due 3 months before your scheduled event and will be calculated based on 90% of the total estimated cost for your event. Please contact us with your menu selection before your Second Payment is due. We will create a Preliminary BEO (Banquet Event Order) to show the estimated cost for your event. During this time, you may also request the creation of a Preliminary Floor Plan.

- **Final Event Meeting**: Your Final Event Meeting will be held 1 month prior to your scheduled event. During this time, we will review and confirm all the details of your event, including but not limited to: your final menu selection, bar selection, floor plan, event schedule, vendor list as well as plans for decoration.

- **Security Deposit**: Your Security Deposit of \$500 is due at the time of your Final Event Meeting and will be collected via check. No other form of payment will be accepted. If you abide by all of our terms and conditions, you may be eligible for the full return of your Security Deposit. At the conclusion of your event, our Banquet Captain will do a final walk through of our property to ensure that nothing is missing, broken or damaged. This walk through will determine whether or not you will be eligible for a full refund of your \$500 Security Deposit. Please allow 1-2 weeks for us to mail back your voided check (if applicable).

- **Final Head Count**: Your Final Head Count is due at least 3 weeks prior to your scheduled event, after which decreases will not be accepted. For your event, we will set up the exact number of chairs you will need, based on your Final Head Count. Please let us know exactly how many chairs to arrange at each table.

If you need to increase your head count, please contact us at least 2 weeks prior to your event. We will determine if we can accommodate your request, but a menu substitution may be necessary.

If you would like for your vendors and/or service providers to partake in the buffet at your event, be sure to include them in your Final Head Count. If you would like to purchase a Vendor Meal for them instead, please contact us to discuss your options.

- **Finalized BEO**: Once we have your Final Head Count, we will send you your Finalized BEO and Finalized Floor Plan approximately 2 weeks before your scheduled event. Please sign and return a copy of your BEO at least 1 week prior to your event.

- **Final Payment**: Your Final Payment will be due on the date of your scheduled event. We do not accept personal checks for Final Payments.

## **METHODS OF PAYMENT ACCEPTED**

Cash | Cashier's Check | Credit Card | Check

There will be a \$30 charge for any check that is returned due to insufficient funds. Please make all checks payable to: Royal Hawaiian Golf Club

## **SERVICE FEE AND TAX**

21% Service Fee and 4.712% Tax will be added to your total bill. In order to provide you with a superior experience, we allocate a portion of our service fee to our employees as tip income. All prices, service fees, taxes and menu items are subject to change without notice.

## **SERVICE ANIMALS**

With the exception of certified, leashed service animals wearing proper identification, pets and/or animals are not allowed within the banquet facility.

## **GUEST CONDUCT**

We require one adult chaperone for every fifteen guests in attendance that are 12 years or younger. You are responsible for notifying your guests of all terms and conditions set forth by the Royal Hawaiian Golf Club. You and your guests must remain in the area(s) designated for your event. Access to the golf course will not be permitted and loitering in the parking lot is not allowed. Individuals found doing so will be asked to leave.

## **NO SMOKING POLICY**

Smoking (regular and electronic) is not permitted in the banquet facility or within 20 feet of any building entrance or door.

## **PARKING**

On site parking is available free of charge. Property left within any vehicle is done so at the sole risk of that individual. The Royal Hawaiian Golf Club, staff, officers and affiliates will not be held liable for any losses, thefts, collisions, accidents, fires, or damage of any kind to any individual, their vehicles, or property.

## **BOOKING MODIFICATION REQUESTS**

Once you book your event with us, we will send you a Confirmation Letter to verify the date, time and location of your event. Requests for modifications will be considered on a case-by-case basis and is subject to approval. A signed and dated letter is required for all modification requests.

## **CANCELLATION POLICIES**

A signed and dated letter is required for all cancellation requests and must include: your full name, event date, time, location, and reason for cancelling. Your Initial Payment and all subsequent payments are nonrefundable. No exceptions will be made. If your request to cancel is received within any of the time frames listed below, you agree to pay a Cancellation Fee, as follows:

- 0-45 Days Prior: 100% of the estimated total
- 46-60 Days Prior: 75% of the estimated total
- 61-90 Days Prior: 50% of the estimated total

## **EVENT TERMINATION**

The Royal Hawaiian Golf Club reserves the right to terminate your event at any time with or without prior notice if you fail to comply with any of our terms and conditions. It is your responsibility to make sure that your event is properly chaperoned and that the conduct of your guests do not present a threat to the health and/or safety of any individual, nor result in any damage, loss or destruction to Royal Hawaiian Golf Club property. You will be held liable for any damage, loss or destruction of our property, caused directly or indirectly by either you or your guests, which will result in the full forfeit of your Security Deposit. Should the cost of any such damage, loss or destruction exceed the amount of your Security Deposit, you will be billed and held fiscally responsible for paying the difference on behalf of the Royal Hawaiian Golf Club.

## **INDEMNITY AND EXCULPATION**

The Royal Hawaiian Golf Club shall not be liable to the Client for any damage to the Client, the Client's property or the Client's guests from any cause. The Client waives all claims against YHB Hospitality dba Royal Hawaiian Golf Club, it's staff, officers and affiliates for any damage to person or property arising for any reason.

The Client shall defend and hold Royal Hawaiian Golf Club harmless from all damages arising out of any damage to any person or property occurring in, on or about the premises and building and the property in which the premises are located. This indemnification shall, among other things include indemnification against any and all actions, proceedings, attorney's fees and costs, demands and any damages. The Client hereby agrees to assume full and all responsibilities and liabilities for any damages, destruction and/or losses incurred by Royal Hawaiian Golf Club during or as a result of the Client's engagement and usage of the banquet facility. The Client also agrees that the Royal Hawaiian Golf Club may assess charges to the Client for any damage, destruction or loss to the Royal Hawaiian Golf Club property as a result of the Client's usage.

**Follow us on Facebook and Instagram @RoyalHawaiianGolfClub**