



The Signature Prime Steak and Seafood Buyout Policy

Thank you for choosing The Signature Prime Steak and Seafood for your event. In order to secure the restaurant for either a full or half buyout, we require a signed copy of this agreement, which serves as our terms and conditions, as well as a valid credit card to be held on file.

I. Rental Options and Guidelines

Parties requiring half or all of The Signature Prime Steak and Seafood will be held to the following seating capacities and food and beverage (F&B) minimum revenues:

Full Restaurant (Weekday): **Max 250 persons and \$18,000 F&B revenue.** Monday-Thursday (excl. holidays)

Full Restaurant (Weekends): **Max 250 persons and \$28,000 F&B revenue.** Friday-Sunday (and holidays)

Half Restaurant (Weekdays): **Max 125 persons and \$9,000 F&B revenue.** Monday-Thursday (excl. holidays)

Half Restaurant (Weekends): **Max 125 person and \$14,000 F&B revenue.** Friday-Sunday (and holidays)

Food and beverage minimums do not include 20% service charge and Hawaii State Sales Tax, which will be added to any final bill.

II. Hour of Operations/Parking

Unless otherwise agreed upon, events must begin no earlier than 4:30 PM and conclude no later than 11:30 PM. An overtime charge of \$500 per hour (or fraction thereof) will apply to events extending before or beyond these hours.

Validation will be provided to all event guests for parking within the Ala Moana Hotel. Guests choosing to park in the Self-Park garage will enjoy full validation up to 3 hours. Alternatively, guests may valet park for \$3 with validation.

III. Menu Options

All food and beverage must be purchased exclusively from The Signature Prime Steak and Seafood and consumed on property. Celebration cakes purchased off premise are allowed.

Buyout options must include selection of a preset or banquet menu prior to the event date. Keiki/Children's menus can be created for guests 12 and under. All menus will be priced on a per person basis. Final and confirmed headcount for the menus must be provided to the restaurant no later than 7 days prior to the event date.

Wine, Beer and Spirits will be offered to guests 21 years of age or older and can be done either through a hosted or non-hosted bar. Service charge and Hawaii State Sales Tax will be included on all beverage orders.

IV. Reservation Confirmation

In order to confirm your event and reservation, valid credit card information is required along with a deposit of \$500. Event dates are considered on a first come, first served basis and can only be confirmed with receipt of a

signed agreement and deposit. All deposits will be credited toward payment of the final bill and are non-refundable and will not be returned upon cancellation of the event for any reason.

V. Payment

A final bill totaling all food, alcohol, tax and service charges will be provided at the end of the event, at which time full payment is due. Cash or Credit Card (Visa, MC, AMEX, JCB and DISCOVER) are the only accepted forms of payment. No checks.

VI. Cancellations

Cancellations within 14 days of the event will be charged 25% of agreed upon F&B minimum revenue.

Cancellations within 7 days of the event will be charged 50% of agreed upon F&B minimum revenue.

In the event of a no show, 100% of agreed upon F&B minimum revenue will be charged.

All cancellation fees will be applied to the credit card on file. Deposits will not be applied toward completion of these fees.

VII. Restrictions

Guest assumes full responsibility for insuring the following:

- A. No illegal activities (gambling, illegal drugs, etc) will be tolerated.
- B. No alcohol consumption by minors.
- C. No smoking, including electronic cigarettes/vapors.
- D. No animals with the exception of certified service animals with proper identification.
- E. The Signature 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 Signature premises during any time the premises are occupied by the guest, invitees, employees or independent contractors employed by the guest.

Should such actions occur, The Signature Prime Steak and Seafood reserves the right to end the event at any time. No discount or refunds will apply.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

Initial deposit amount \$

Name on credit card:

Credit card type:

Credit Card number:

Signature of cardholder:

Expiration Date:

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

Print Name:

Signature :

Date: