



Hakone Foundation

Business Meeting and Retreat Rates

The Cultural Exchange Center can seat up to 30 people. An authentic replica of a 19th century Kyoto Tea Merchant's shop and home featuring an open-beam ceiling and an outdoor viewing deck. (It can seat up to 100 people for dining seating 60 people inside and 40 people on the deck).

The Lower House can seat up to 20 people. Features a light-filled engawa (veranda) overlooking our Meditation Garden. (it can seat up to 40 for dining and up to 60 for a standing reception).

Facility rental includes:

- Pre-event meetings, walk-through, referrals and consultation with Events Manager / Coordinator
- Setup and breakdown time – depending on the size of the meeting
- Kitchen facilities – limited and intended for caterer
- Tables and Chairs
- White boards, easels and markers
- Podium
- Wireless internet connection
- Preferred caterer's list
- Free parking and access to the gardens for your guests
- Event staff onsite for your event

Daytime Rates

(Weekdays 8:00AM – 5:00PM Weekends 10:00 – 4:00PM)

	<u>Half Day (4 Hours)</u>	<u>Full Day (8 Hours)</u>	<u>Per Hour*</u>
Cultural Exchange Center			
<input type="checkbox"/> Up to 50 guests	\$ 1000	\$ 1500	\$ 175
<input type="checkbox"/> From 51 – 100 guests	\$ 1300	\$ 1750	\$ 225
Lower House			
<input type="checkbox"/> Up to 40 guests	\$ 800	\$ 1400	\$ 150

***A half day / four-hour minimum rental is required. Additional hours may be purchased at the listed rates. All events must be contained within the building unless otherwise specified.**

Evening Events

(5:00PM – 9:00PM*)

	<u>Weekday/Sunday</u>	<u>Saturday</u>
<input type="checkbox"/> Cultural Exchange Center	\$2400	\$2750
<input type="checkbox"/> Madrone Mound	\$2700	\$3000
<input type="checkbox"/> Madrone Mound + Cultural Exchange Center	\$4400	\$4950
<input type="checkbox"/> Lower House	\$2000	\$2750

***The entire gardens may be rented for business events held either before the garden opens or after the garden closes.**

Venue Package: _____

Date: _____

Time: _____

Day of Week: _____

Total Venue Rental \$ _____

Refundable Deposit: \$600 \$ _____

Amount due to at signing to secure venue: (\$600 plus rental fee) \$ _____

Print Name: _____ Signature: _____ Date: _____



Hakone Foundation

Application for Business Meetings and Retreats

Organization Name: _____ Contact person: _____

Phone Number: _____ Fax Number (_____) _____

Email Address: _____@_____ Name of Event: _____

Thank you for considering Hakone for your upcoming business meeting. The beautiful Japanese estate and gardens will provide you with an ideal setting for your meeting offering a peaceful and serene atmosphere. Please consult with the Event Office to facilitate your meeting plans and to confirm the date and time of your event prior to submitting the completed application.

Facilities Requested: _____
(Garden, Wisteria Pavilion, Lower House, Madrone Mound or Cultural Exchange Center)

Date/Hours Requested: _____
Day of week Date Time

Type of Event: Meeting _____ Reception _____ Retreat _____ Other _____ **Est. Attendance** _____

Caterer? Yes ___ No ___ **Rental Company?** Yes ___ No ___ *(Please include details on Event Details Form)*

MAILING INFORMATION

BILLING INFORMATION

Same as Mailing Information

Name

Name

Mailing Address

Billing Address

City, State and Zip

City, State and Zip

How did you hear about Hakone for your event? _____

Applicant hereby agrees to hold the City of Saratoga, its City Council, the Hakone Foundation and its Trustees, the individual members thereof, and all the officers, agents and employees free and harmless from any loss, damage, liability cost of expense that may arise during or be caused in any way by, such use or occupancy of Hakone Gardens and facilities.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the building, furniture, equipment or ground accruing through occupancy or use of said facility by the applicant. Any loss equipment or damages including extra cleanup shall be compensated from the deposit.

I hereby certify that I have read and understand the Hakone Reservation Policy and Procedures and will abide by any special conditions set forth. I certify that the intended use is in compliance with said rules and regulations, application instructions and any conditions or specific use and is subject to advance payment of all fees.

Authorized Agent Printed Name Date

Please make checks payable to The Hakone Foundation. Mail Application, Contract, and the Rate Sheet along with payment to Hakone Foundation, P.O. Box 2324, Saratoga, CA 95070. We accept Visa, MasterCard, and Amex.



Hakone Event Policies

Hakone Foundation

Please review, initial at each designated spot and sign at the bottom:

- Capacity:** All events are limited to a maximum of 180 people. The Garden and Madrone Mound can seat up to 180 people each. The Lower House (LH) is limited to 40 guests for a seated dinner and 60 guests for theater-style seating. The Cultural Exchange Center (CEC) is limited to 60 guests for a seated dinner and 80 guests for theatre-style seating. Seating capacity on the Cultural Exchange Deck is limited to 40 guests. The Japanese-style apartments and the Tatami-floored tearoom in the CEC are not part of any rental. _____
- Hours of Use:** The Gardens may be reserved for use during the hours of 10am to 11am and 5pm to 9pm. The Lower House and the Cultural Exchange Center (CEC) may be reserved for use during hours when the gardens are open to the public, providing the nature of the function does not interfere with public use of the main garden's areas. Events held in the evenings may last up to 5 hours. All events are given 1 - 2 ½ hours prior to the start time for set-up and one hour after the event for clean-up. _____
- Reservations:** To confirm a date for your event, a security / damage deposit of \$600 is required in addition to an amount equal to half the half the rental fee, along with the signed contract. _____
- Furniture:** Hakone provides a limited number of tables and chairs. Available for use, at no extra charge, are 20 - 72"x30" tables, 20-60" round tables, 8 - 30" round table (4 high, 5 low), 180 white resin padded chairs, and 80 padded folding chairs. _____
Delivery of materials rented outside the gardens must be arranged in advance with the Event Office. If items, either rented or personal, are left at Hakone for more than two business days after the event, the renter will be charged a \$50 storage fee for each day the items are left at the facilities to be taken from the deposit. _____
- Setup/Breakdown:** The renter / caterer is responsible for setup and cleanup unless specified in the rental contract. At least one Event staff will be on duty during events at Hakone to render needed support, monitor the conditions of use, and to assure the regulations are observed. These staff members are responsible only for setup/breakdown of tables, chairs, and equipment rented from Hakone per the request of the client with additional labor fees. At our discretion, we may require additional security to be paid for by the renter. _____
Setup and breakdown time should be strictly observed by all involved parties including caterers. No earlier setup is permitted unless authorized in writing ahead of time. _____
The facility must be left clean with client and vendors removing all trash from the property. _____
- Parking:** There are 92 parking spaces available. Any cars that arrive after the spaces are filled will be turned away. Please request that your guests carpool. _____
Vans, limousines and 24-passenger buses may be used. No large buses are allowed due to the steep incline of the driveway. Vehicles are limited to a size of 30 feet maximum. _____
- Caterers/Vendors:** Hakone requests that caterers be chosen from our preferred list. The Event Office must approve a caterer who is not on our preferred list and a \$5 per person fee will apply for the outside caterers. _____
A non-preferred caterer is required to supply Hakone with a copy of his/her business license, certificate of insurance and proof of worker's compensation. Non-preferred caterers must also make an appointment with the Event Office to view the facilities. _____

Caterers, DJs, florists, photographers, musicians and others associated with setting up an event are expected to limit their use within the provided setup and breakdown time. The security/damage deposit refund will be reduced for extra work required to monitor extra set-up, to move or re-arrange rented materials left, and/or special cleanup. Please also note that trucks are limited to a maximum of 30 feet in size for Hakone. _____
The renter is solely responsible for the caterers and/or vendors that they contract for their event. _____
The gardens are not equipped with commercial kitchens. The small kitchens in the LH and CEC may be used as part of a rental.
- Alcohol:** Alcoholic beverages are restricted to beer, wine and champagne. A liquor license is required for events serving hard alcohol and must be provided by the client from an outside source as the license is NOT included in the rental fee. Additionally, food and beverages are not allowed outside of rented areas. _____
- Music/Dancing:** Use of sound systems during garden open hours is prohibited. _____
Sound levels in the gardens (between 5 – 9 pm) should be kept to a minimum and are not to exceed 55 dBA at least fifty feet from the source (City of Saratoga Municipal Code 7-30.050). All music arrangements of any form must be negotiated in advance. **Important: If you use a non-preferred DJ, please have them contact the Event Office for guidelines** prior to the event. Dancing is allowed within the CEC but not in the LH. _____
- Garbage:** Caterers are contracted to remove trash and recycling from the property due to our limited capacity onsite. If you are not using a caterer, you are responsible for carrying out trash and recycling from your event. _____
There is a \$ 150 deposit required for garbage removal; if your garbage is not removed your deposit will be forfeited. _____
- Photography:** Photographers should obtain permission from the Event Office to conduct photo sessions at times other than during the event. Trails and paths should not be blocked by equipment. Photographers are requested to remain on the garden paths, open areas, or on steps, bridges and other walking areas. _____



Hakone Foundation

Hakone Event Policies

Decoration: Attachment of any items to the walls, posts, trees, or other facilities using staples, tacks, nails, or tape is expressly prohibited. Open flames are not permitted in the gardens or associated buildings. Votive and contained candles are allowed. **Flower petals, grains, and blow bubbles are not permitted.** All decorative items should be removed completely by the end of events without damages or marks. All signs and posts should be removed. _____

Smoking: No smoking is allowed in the buildings, deck, or in the gardens. Smoking is allowed only in the parking areas. _____

Disability: In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this event, please contact the Event Office at (408) 741-4957. Notification 48 hours prior to the event will enable the Staff to make reasonable arrangements to ensure accessibility to the event. _____

Damage Deposit: Damage deposits are fully returned 30 days after the event. **However, some negligent use may cause forfeiture such as damages to the gardens and its facilities, loss, overtime use, heavy spills requiring extra cleaning, and rule violations.** _____ **It may also be forfeited for extra work required to monitor extra set up,** overtime cleanup, to move or re-arrange rented materials left behind, and/or special cleanup. _____

Cancellations: DEPOSIT: Cancellations between 12 months to a year out before the event will cause an administration fee of 10%. Cancellations between 6 - 12 months before the event will cause ½ of the deposit to be forfeited. Cancellations between 3 - 6 months before the event will cause ¾ of the deposit to be forfeited. Less than 3 months’ notice of cancellation will cause 100% of the deposit to be forfeited. _____

RENTAL FEE: Cancellation between 12 months or a year out before the event will cause an administrative fee of 10%. Cancellations between 6 - 12 months before the event will cause ¼ of the rental fee to be forfeited. Cancellations between 3 - 6 months before the event will cause ¾ of the rental fee to be forfeited. Cancellations less than 3 months before the event will cause 100% of the rental fee to be forfeited. _____

Postponement: If notice of postponement is received more than 3 months before the event, the new date will be accepted, and the full rental fee will be due 90 days before that new date. Any payments that had been made to date will be kept by Hakone and applied toward the postponed event. If notice of postponement is received less than 3 months before the event, the above will apply, however, the previously paid deposit will be full forfeited, and a new deposit made in its place. _____
An event may only be postponed once before full rental and deposit are forfeited. All notices of cancellation and postponing must be made in writing. _____

Deposits and Rental Fees will not be returned if the event is cancelled or affected in any way due to bad weather or other reasons not the fault of Hakone. If, due to bad weather, a ceremony cannot take place in the outdoor area rented, any one of our indoor facilities may be used at no extra charge. _____

Verbal Agreements: No verbal agreements will be legally binding. **All agreements must be in writing** and approved by the Events Office no more than 30 days before the event. _____

Liability: You agree to assume full responsibility for any theft, injury to any guest, invitee or visitor, any loss or damage to any of your property or that of any guest, invitee or visitor, or any loss or damage to any of the gardens or its facilities. Children should be supervised at all times. _____

Renter agrees to hold the Hakone Foundation and its agents free and harmless from any loss, damage, injury, liability cost or expense that may arise out of renter’s use of Hakone’s facilities and equipment caused by negligence of renter and its agents. The Hakone Foundation assumes no responsibility for any damage to or loss of rental items from outside rental agencies. _____

The Hakone Foundation may cancel this contract when in the opinion of the Event Coordinator the proposed use of the facilities will not be in the Hakone Foundation’s interest or if the **renter has misrepresented itself or the event.** Furthermore, the Hakone Foundation shall not be liable for any unavailability of the premises due to any cause beyond the Hakone Foundation’s reasonable control, including, but not limited to acts of God, acts of renter, acts of civil or military authority, war, epidemic, labor disputes, or labor shortages. _____

I have read and understand the guidelines and rental agreement. Any additions, deletions, or revisions must be made in writing and approved by both parties. This agreement constitutes the extent of obligation to the Hakone Foundation and I agree to abide by its terms and conditions.

Signature of Renter

Date signed



Hakone Foundation

Business Meeting and Retreat Details

Date & Time: _____ Name of Organization: _____

Venue: _____ Number of People: _____

TIMES OF EVENT:

Set-up: Start _____ End _____

Event: Start _____ End _____

Clean up: Start _____ End _____ **_____ Initial**

Facility Set-up*: Please check all that apply and indicate quantities.

- White Board (1 - 2)
- Tables (30" x 72" rectangular or 60" round) - How many () rectangular (sits 6 - 8) () round (sits 8) Chairs - How many ()
- Podium
- Power Strip for # _____ people

Table and Chair Arrangement: () Classroom () Boardroom () Hollow Square () Other: _____

*Complimentary setup available for 50 or fewer guests. Larger parties require a \$150 labor setup charge.

Rentable Items:

- LCD Projector (Epson PowerLite Model EMP-S5) \$70
- Screen (Da-Lite Deluxe Insta Theater viewing size 60" x 80") \$30 (with projector \$90)
- Microphone & speaker system \$150

Total Rental Charge: _____ \$

Catering options:

- Coffee, Tea or Soda:** \$2.00 per person All-day bottled water
\$5.00 per person (served in the morning or afternoon)
\$7.00 per person All-day Coffee & Tea
\$3.00 per person Soda
- Continental Breakfast:** Freshly baked breads and assorted pastries, butter spread, cream cheese, orange juice, coffee, and seasonal fruit tray at \$19 per person.
- Japanese Bento Box Lunch:** Comes in an elegant Hakone Bento lunch box. A choice of Teriyaki (Beef, Chicken, Salmon, or Mackerel). Vegetarian (Avocado or Cucumber Roll/Maki with Veggie Tempura) All meals served with Rice, Miso soup, salad and a side dish (Shrimp & Veggie Tempura or Gyoza), \$24 per person.
- Assorted Boxed Sandwiches:** An assortment of half sandwiches individually wrapped. Served with your choice of salad to share, potato chips, pickle spears plus an assortment of freshly baked cookies. \$22 per person.
- Afternoon Light Snack:** Assortment of cookies, crackers & cheese, nuts and fresh seasonal fruits. \$8.00 per person.

Note: \$25 delivery fee if less than 10 people.

Total Food and Beverage Charge: _____

Other special requests: _____

Signature of Renter

Date signed

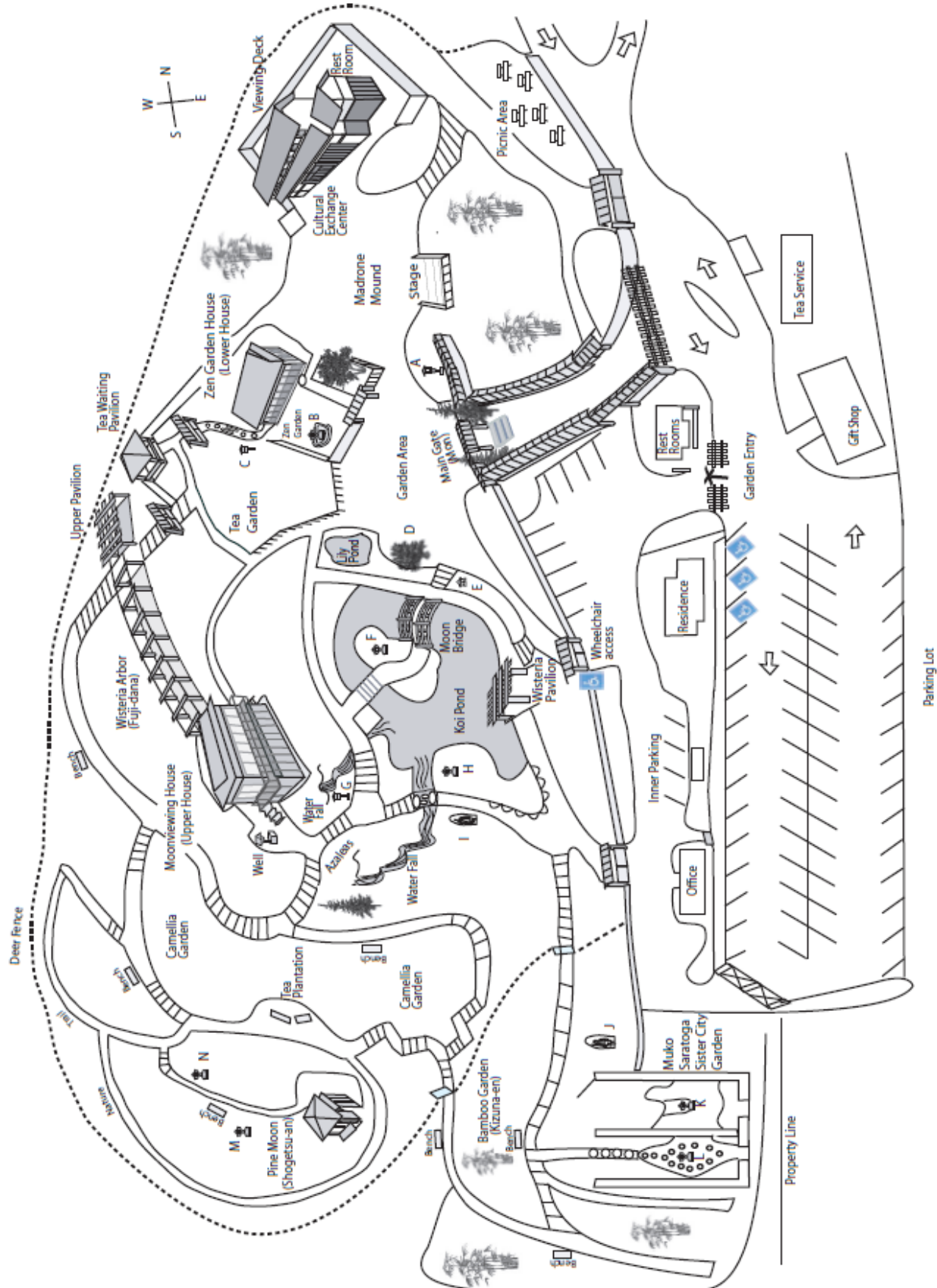
Signature of Hakone Events Manager / Coordinator

Date signed



Hakone Foundation

Hakone Estate and Gardens Map





Hakone Foundation

Hakone Preferred Caterers

For the most updated list, please check <http://www.hakone.us/plan-your-event/vendor-list.html>.

Hakone is pleased to present a list of Preferred Caterers. These caterers have years of professional experience to assist you in the planning of your event. We **strongly recommend** our clients to use one of our Preferred Caterers since they are familiar with our policies/regulations/facility structures.

If you have any questions, please contact the **Event Office at (408) 741-4957**.

CAFÉ PRIMAVERA | (408) 885.8800

475 Vandell Way, Suite A Campbell, CA 95008

www.cafeprimavera.com; sales@cafeprimavera.com CP fine Catering, also known as Café Primavera provide with all your catering needs from corporate deliveries and pickups, luncheons, weddings, holiday parties or a unique fine catering gourmet experience.

CATERMAN CATERING | (408) 441.8719

452 Reynolds Circle, San Jose, CA 95112

<http://www.caterman.net>

Exceptional Service and Gourmet Foods is our priority to our clients. Our gourmet menus offer a wide variety of delicious international cuisine.

EISENHAUER'S CATERING AND EVENTS |

(408) 900.8125

743 S. Wolfe Road, Sunnyvale, CA 94086

www.eisenhauerscatering.com; info@eisenhauerscatering.com

Over 28 years of success in raising the standard in the event industry for high-quality, cutting-edge cuisine, exceptional customer service & personalized attention to detail.

FLOURISHING GARDEN | (408) 288.8868

1650 Monterey Hwy, San Jose, CA 95112

Flourishing Garden offers a host of tasteful authentic Cantonese style cuisine, Hong Kong Style Dim Sum, and chef seafood specialties, Produce fresh, high-quality food at affordable prices.

GREENFISH CATERING | (408) 432.1182

1971 O'Toole Way, San Jose, CA 95131

<http://www.greenfishcatering.com>; info@greenfishcatering.com

Greenfish Catering specializes in serving quality contemporary Asian cuisine such as Japanese, Korean, and Chinese cuisines. Our eco-conscious approach to business that ensures that you will be provided with only the freshest and wholesome ingredients.

GUNTHER'S CATERING | (408) 266.9022

1601 Meridian Avenue, San Jose, CA 95125

www.guntherscatering.com; gunters@sbcglobal.net

A family owned and operated catering service, striving to meet and exceed your expectations. With extensive experience since 1971, Gunther's offer flexibility in their menu selection to dazzle your taste buds, work with your budget, and provide you personal and professional service. From simple to elegant, they feature American, European, and Latin Cuisines, with many other international flairs including beverage catering.

HAND HELD CATERING | (408) 692-4782

1725 De La Cruz Blvd 1, Santa Clara CA 95050

www.handheldcatering.com; Info@handheldcatering.com

San Jose based catering and event planning company that provides fresh, high-quality, and (most importantly) delicious food for Bay Area events using the farm to fork approach. Focusing on traditional French techniques with a California twist, Handheld believes fresh, wholesome food is the best!

HOMESTEAD KITCHEN + LIBATIONS | (408) 638.5410

1285 Homestead Road Santa Clara, CA 95050

www.thehomestead-group.com

Full-service catering company with a reputation for catering exceptional, restaurant-quality experiences.

LE PAPILLON | (408) 296.3730

410 Saratoga Avenue, San Jose, CA 95129

www.lepapillon.com

Le Papillon restaurant has been serving the Silicon Valley for nearly a quarter of a century. Providing fine, innovative cuisine in an exclusive atmosphere has been our singular goal. We bring this same commitment to quality to all our catered events, from intimate gatherings to grand affairs.

LE'S KITCHEN CATERING

P.O. Box 422583, San Francisco, CA 94142

<http://leskitchen.com>; Inquiries@LesKitchen.com

Le's Kitchen Catering was founded with a passion for preparing authentic Asian flavors, served with a contemporary flare, for your special celebrations. Executive Chef Le recreates the richness of traditional Chinese flavors with Southeast Asian influences using the healthiest and freshest ingredients possible.

THE NAPKIN RING CATERING | (408) 867.5588

1 Oak Place, Saratoga, CA 95070

www.napkinring.com; shirley@napkinring.com

Carol Sowalla has been in business for many years, to the delight of her clients, each event is individually planned, whether it be a corporate party, wedding or dinner party. The ever-changing menus are selected on a personal basis.

THE PARTY HELPERS | (408) 435.7337

780 Montague Express Way, Suite 706, San Jose, CA 95131

www.thepartyhelpers.com

Our job is to make every aspect of your event, be it a wedding for five hundred or a business soirée for ten, reflect your personal vision. Whether you are planning a tented affair with an ice sculpture luge, iridescent crush linens and love seats or a board room meeting dependent upon timely and efficient set up with delicious dishes

TOAST CATERING & EVENT MANAGEMENT |

(650) 877.8225

193 Los Robles Dr. Burlingame, CA 94010

www.toastbayarea.com

Specializes in Wedding, Private and Corporate events throughout the San Francisco Bay Area. Offering a vast selection of both sophisticated and casual menu items and services, **Toast Catering** prides itself on customizing every event to fit their client's needs and budget.

Catering Options

All meeting includes a round of bottled water at no additional charge

Coffee/Tea or Soda: \$2.00 per person All-day bottled water
\$5.00 per person (served in the morning or afternoon)
\$7.00 per person All-day Coffee & Tea
\$3.00 per person Soda

Continental Breakfast: \$19.00 per person - Freshly baked breads and assorted pastries, butter spread, cream cheese, orange juice, coffee, and seasonal fruit tray.

Assorted Sandwiches: \$22.00 per person - An assortment of half sandwiches individually wrapped. Served with your choice of salad to share, potato chips, pickle spears plus an assortment of freshly baked cookies.

Japanese Bento Box Lunch: \$24.00 per person - Comes in an elegant Hakone Bento lunch box. A choice of Teriyaki (Grilled Beef Striploin, Grilled Chicken Thigh, Grilled Salmon, or Grilled Mackerel with salt and side dish of Shrimp & Veggie Tempura or Gyoza). Vegetarian comes with Avocado or Cucumber Roll/Maki, & Veggie Tempura. All meals served with Rice, Miso soup, and Salad.

Afternoon Light Snack: \$8.00 per person (assortment of cookies, crackers & cheese, nuts and fresh seasonal fruits).

Note: \$25 delivery fee if less than 10 people

Cultural Activities / Programs

- Docent Group Tour of the Gardens @ \$15
- Private Tea Ceremony @ \$22
- Tea & Kimono Demonstration @ \$27
- Zen Meditation @ \$15
- Docent, Tea & Kimono Demo @ \$30



Hakone Foundation

Office Hours: Monday – Sun 10 AM – 5 PM
☎ 408.741.4957, or 408.741.4994 x 101
✉ events@hakonegardens.org
21000 Big Basin Way, Saratoga, CA 95070