



TERMS OF AGREEMENT FOR A CATERED FUNCTION

BANQUET POLICIES

1. To reserve a banquet date, the minimum guest count is 40 adults (not including children). The maximum guest count is 200 (adults & children inclusive).
2. A final guaranteed guest count, including children, is required 10 business days prior to your event. This guest count may not be reduced after confirmation, unless prior arrangements have been made with the Food & Beverage Manager.
3. If your final guests count increases, efforts will be made to best accommodate the additional guests. However, we will not be able to accommodate over 200 guests due to fire safety codes of the banquet room.
4. If you fail to submit a final guest count, Ewa Beach Golf Club will deem the guaranteed number of guests to be what you indicated at the time that you first confirmed your reservation. If you fail to submit a final guest count, a surcharge of \$10.00 will be assessed to you for each person that exceeds your guaranteed number of guests (plus the per head menu cost).
5. All Food & Beverage choices must be finalized at least 10 days prior to the scheduled banquet date.
6. The buffet will be open for 1-½ hours from commencement time. Absolutely no extension of the buffet time is allowed. Food may not be taken out of the banquet room after being prepared & served.
7. Children ages 5-12 years old will receive a discount of 40% off the adult buffet menu price. There is no charge for children under 5 years old.
8. **No outside Food is allowed.**

BANQUET SET UP

1. Two hours prior to commencement of banquet, you will be allowed to set up and/or decorate the room. Earlier set-up time will depend on prior obligations of the banquet room.
2. Decorations may be taped to crown molding, ceiling tiles and windowsills. Decorations are not permitted on walls. Use of staples, push pins or thumb tacks is prohibited.
3. All decorations must be removed immediately following function.

BAR POLICIES

1. If requested, a bar area can be set up in the banquet room.
2. If you provide your own beverages (soda, beer, liquor, etc.), using Ewa Beach Golf Club's bartender is required. Corkage fee of \$5.00 per person, including children ages 5-12, will be assessed for bringing your own beverages. Corkage will include ice, cups, stir sticks, and napkins. There is no 40% discount on corkage for children ages 5-12 years old.
3. A photo I.D. must be provided by anyone purchasing or obtaining any alcoholic beverages at the banquet. Anyone under the age of 21 will be prohibited from obtaining or purchasing any alcoholic beverages.
4. A bartender fee of \$200.00 will be applied to functions with no food service, or functions providing their own beverages.

ENTERTAINMENT

If you will have entertainment, pertinent notification forms must be submitted at least 10 days prior to the scheduled function. Ewa Beach Golf Club must approve the nature of entertainment. We also reserve the right to monitor and control the volume of such entertainment. All entertainment must conclude at 10:00 pm. No extensions are permitted.

SECURITY

For security reasons, Ewa Beach Golf Club requires a special duty police officer to be present for the duration of the function. Ewa Beach Golf Club will schedule the officer for a minimum of 2 hours and will add the charges to your final bill.

CONDUCT OF EVENT/PROPERTY DAMAGE & LOSS

1. By signing below, I agree to conduct my event in an orderly manner and in full compliance of applicable laws and regulations. As the host, I will assume full responsibility for any damages done to any part of the Ewa Beach Golf Club premises by myself, my guests, my employees and/or by any independent contractors that I hire.
2. If the function is not conducted in an orderly manner, Ewa Beach Golf Club will have the right to immediately terminate such function; no refund will be given.
3. Ewa Beach Golf Club will not be responsible for any loss or damage of equipment or property brought in and belonging to any guest or contractor of the function.
4. All guests must remain within the banquet room and its perimeter. Guests are not allowed onto the golf course, unless approved by the Food & Beverage Manager.

CANCELLATIONS

1. A written request must be submitted to cancel your confirmed function. If a cancellation request is made 6 months prior to your scheduled function, a 50% refund of payment will be issued.
2. The Food & Beverage Manager based on our ability to resell the banquet date will determine any partial refund for cancellations made less than 6 months prior to the scheduled function.
3. Ewa Beach Golf Club is not liable for any consequential damages of any nature, for any reason whatsoever beyond our control including, but not limited to, strikes, labor disputes, accidents, government regulations, restrictions on travel, our operation commodities or supplies, acts of war, God or Nature.

BANQUET DEPOSITS, PAYMENT & SERVICE CHARGES

1. A non-refundable deposit of \$500 is required to confirm a banquet reservation.
2. A 50% deposit of the estimated total cost is due 8 weeks before scheduled banquet event.
3. Final payment is due 10-business days prior to function along with final guaranteed guest count.
4. All deposits will be applied to your final payment unless function is cancelled. Cancellation rules will then apply.
5. Acceptable forms of payment are cash, cashier's check, credit card, debit card and/or business check. Personal checks will not be accepted.

6. Ewa Beach Golf Club reserves the right to cancel your function if checks need to be returned or if full payment is not made 10 days prior to event.
7. A service charge of 18% and HI State G.E. tax of 4.712% will be added to all food and beverage prices, room rental fees, equipment rentals, additional services and miscellaneous items for your function.
8. A room rental fee is charged for all food and beverage venues. Room rental is set for a period of 5 hours; any event that exceeds this time limit may be subject to an additional charge. Rental fees are as follows:

	With Food Service	Meeting Space Only
Lanai Room (20 to 30 guests)	\$200	\$250
Main Dining Room (40-80 guests)*	\$300	\$350
Banquet Room (40-200 guests)	\$375	\$500

*Main Dining Room requires maximum number of guests for exclusive use
 HI State G.E. Tax of 4.712% will be added to all room rental charges

**SEND ALL PAYMENTS TO: Ewa Beach Golf Club
 91-050 Ft. Weaver Road
 Ewa Beach HI 96706**

Inquiries: (808) 689-6565 ext. 4; Fax (808) 689-4208; email: contact@ewabeachgc.com

Print Name: _____ **Date of Event:** _____

Name of Event: _____

Address: _____ **City, State, Zip** _____

Home Phone: _____ **Business Phone:** _____

Cell Phone: _____ **Email:** _____

Estimated Count: _____

Start & End Time: _____

I have read and agree to abide by Ewa Beach Golf Club's policies:

Signed & Accepted: _____

Print Name: _____

Date Accepted: _____

FOR OFFICE USE

Deposit Amount: _____ **Date:** _____

Form of Payment: Cash _____ **Business Check:** _____

Credit/Debit Card Number: _____ Expiration: _____

50% Deposit Amount: _____ Date Due: _____

Form of Payment: Cash _____ Business Check: _____

Credit/Debit Card Number: _____ Expiration: _____

FINAL PAYMENT: _____ Date Due: _____

Form of Payment: Cash _____ Business Check: _____

Credit/Debit Card Number: _____ Expiration: _____