



OUTRIGGER CANOE CLUB

GENERAL INFORMATION AND CATERING POLICIES

Any and all proposals, reservations, agreements and contracts respecting, the use of services and facilities of the Outrigger Canoe Club are subject to all Club rules and regulations and shall include, but not be limited to, the following express terms and conditions:

1. All food and beverage items, with the exception of wines not available on our wine list, will be purchased exclusively from the Club and consumed on Club premises.
2. Reservations may be made up to one year in advance providing the date and room is available and not in conflict with Club Activities, Special Events and overall atmosphere of our dining areas.
3. The following rooms are available for member and member-sponsored functions; *Ocean, Koko, Paddle, and Duke*. The capacity of the rooms varies depending on the size, type of service and the set-up/configuration of the function.
Functions for meetings not requiring food and beverage services are not subject to requirements discussed in sections 4.C), 5, and 6 noted below.
4. EXCLUSIVE USE of the *Koa Lanai* may be negotiated if the following terms are met:
 - A) The function is not on the same day of the week as another "exclusive use" within a two week period (i.e. two Saturdays in a row).
 - B) No more than two "exclusive use" will be accepted per month during high season (January, May, June, July, August, and December). Due to our Sunday Buffets, large functions will not be accepted on Sundays except in slow season (September, October, and November) after 3pm.
 - C) Guarantee a minimum net sale amount (exclusive of Hawaii sales tax & 15% service charge) of \$7,500 on Friday, Saturday, Sunday, and \$4,500 on Tuesday, Wednesday, or Thursday. A \$1,000 **non-refundable** deposit is required for "exclusive use" of the *Koa Lanai*. A charge for a portable bar with bartender will be included on functions with over 80 people if alcohol is poured (or at discretion of management).

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5. Deposit policy: In order to confirm a function for 50 or more persons, a **non-refundable** deposit of \$5.00 per person based upon the tentative number of guests in attendance is required. The deposit can be made in the following forms:
 - Check made payable to Outrigger Canoe Club
Check No: _____, Check Amount: _____
 - Member account charge
Member No: _____, Amount: _____
Member Initial: _____The deposit will be applied towards the total balance due at the end of the function.
6. The Club's management must be notified of the FINAL guest count by 12:00 noon, three (3) days prior to the function. FINAL guest count for functions on Mondays and Tuesdays must be given by 12:00 noon of the previous Friday. This count will be considered the final guarantee for which you will be charged even if fewer attend the function. If the actual attendance is more than the final guarantee count, additional charges will apply to the bill. If the Catering Department does not receive your final guarantee count within this stated period, your tentative guest count becomes the final guarantee count. The Club will provide and prepare for 5% over the guarantee count. Should the actual number of guests exceed the guarantee; every effort will be made to serve these guests, though a menu substitution may be necessary. Prices quoted are subject to increase proportionate to meet increased cost of supplies or operation at the time of the event.
7. The Club reserves the right to relocate the function into alternate rooms should your guarantee count be significantly less than your tentative count.

CANCELLATIONS: A written cancellation request is required three (3) working days prior to the function date (excluding weekends and Club holidays) for any event that has less than 50 guests; *BOD policy 7.11.2 states that if a member has reserved a private dining room and the function is canceled, the member will be charged a \$100 fee if the cancellation is not made 48 hours prior to the time the function was originally scheduled.*

8. Function consisting of 50 or more guests, without a deposit, is required to submit a written cancellation notice at least five (5) business days to the event (excluding weekends and Club holidays). Cancellations not made within this time period will be subject to a service charge, taxes, and food cost equal to the food & beverage minimum and/or room charge. If a confirmed event is a "no show," the member will be charged the full cost of the function including a 15% service charge and Hawaii State Sales Tax.

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9. Amplified music may be allowed if it falls within Club's guidelines: music style must be conducive to the Club atmosphere, volume levels are within State code, and music concludes by 9:00 p.m. Music by DJ must be approved in advance by the Club GM.
10. It is necessary that the Club be in receipt of all menu selections, meeting room set-up details and all remaining details for your function NO LATER than three (3) days prior to your function.
11. DECORATIONS: All displays, exhibits, posters, banners, etc. must conform to the City Fire Code regulations and cannot be affixed to the walls, floors, ceilings, or fixtures of the room(s). The Club's artwork is to remain on the wall and must not be moved or re-arranged. All damages will be charged to the member's account.
**Note: Please contact your catering coordinator regarding the placement of decorations and for the hanging of banners.
12. Floor plans and room arrangements can be provided for functions.
13. The Club will not be responsible for damage or loss of equipment or property belonging to the member and their guests, and any outside contractors.
14. Member agrees to be responsible for the conduct of the function, dress code, and any damages done to the premises or any other part of the Club, during the period of time the member, his guests, invitees, employees, independent contractors or other agents are under member's control or the control of any independent contractors hired by the member.
15. Any extraordinary uses of facilities such as smoke or fire devices, suspension or placement of equipment or décor, use of mechanical or motorized equipment, are subject to prior approval by the Club GM.
16. At Club's discretion, members may be required to provide outside professional security. Staffing and placement will be at the direction of the Outrigger Canoe Club.
17. Outside Lifeguards: The member host of organized beach/swimming gatherings/parties comprised of fifteen or more minors under the age of eighteen shall hire an outside lifeguard. The Club will provide a list of acceptable companies/persons. Host of function will be held personally liable for minors' well-being.
18. The Club will not be held liable for failure to carry out arrangements that are beyond our control due to acts of God, war, and industrial disputes.
19. Labor charges will be assessed for all functions scheduled on a Holiday.
20. All food and beverage charges are subject to a 15% service charge (this is not a gratuity and thus subject to tax) and Hawaii State General Excise Tax. NOTE: Any estimates given more than six months prior to the function date are subject to cost adjustments.
21. CORKAGE fee is \$15.00 for wines not currently on our wine list.
22. PARKING: All parking is on a space available basis. In the event that the parking is limited, the Club will restrict parking to members only. All non-members will need to find alternate parking.

ACKNOWLEDGEMENT: The undersigned acknowledges that I have received, read, accept, and agree to abide by the terms and conditions set forth in this agreement.

Function Name

Date of Function

Signature of Member/Function Host

Date