



## **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 will be purchased exclusively from the club and consumed on Club premises, unless prior approval is obtained from Club management.
2. The Club's management must be notified of the guaranteed guest count by 12:00 noon, two (2) days prior to the event. This count is not subject to reduction. Guarantees for functions on Mondays and Tuesdays must be given by 12:00 noon on the previous Friday. The Club will provide and set up 5% over the guaranteed count. Should the actual number of guests exceed the guarantee; every effort will be made to serve this guest. However, a menu substitution may be necessary. Should we not receive a guarantee.
3. Price quoted are subject to increase proportionate to meet increased cost of supplies or operation at the time of the event.
4. 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 two (2) days prior to your function.
5. The Club reserves the right to relocate the function into adequate facilities should your guarantee count be significantly less than your tentative count.
6. We will be pleased to assist you in planning special arrangements for your function such as decorations, flowers, technical equipment and music. However, should members choose to provide their own arrangements, members then assume all liabilities for said arrangements.
7. Floor plans and room arrangements can be provided for functions.
8. The Club will not be responsible for damage or loss of equipment or property belonging to the member and their guests.
9. Member agrees to be responsible for the conduct of the event and any damages done to the premises or any other part of the Club, during the period of time the member, his guest, invitees, employees, independent contractors or other agents are under member's control or the control of any independent contractors hired by the member.

10. All extraordinary use 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 of the Club maintenance department.
11. No charge for sound equipment or audio visual.
12. Music stops at 10:00 P.M.
13. At Club's discretion, members may be required to provide professional security. Staffing and placement at direction of Outrigger Canoe Club security force.
14. The Club will not be held liable for failure to carry out arrangements that are beyond our control due to acts of god and industrial disputes.
15. Labor charges will be assessed for all function scheduled on a Monday or Holiday. Labor charges are subject to the amount of labor needed to service your function.
16. All food and beverage prices are subject to a 15% service charge and 4.17% state excise tax.
17. Corkage fee is \$10.00 any wines on our list is not permitted.
18. Cake service is 0.50 per person.
19. Smoking is not permitted.
20. Parking: Open parking after 5:00 P.M. daily. Arrangements need to be made prior to the event as the number of cars expected for daytime functions before 5:00 P.M.