



## GENERAL CATERING INFORMATION AND POLICIES

*Thank you for considering the MCB Hawaii Catering Facility as a location for your upcoming event. To confirm your reservation, please review the following information and return a signed copy of this Agreement with your deposit. Should you have any questions regarding our policies, please consult our Catering Manager at,*

808-484-9322

### ELIGIBILITY

Active duty, Retired Military, Military personnel, and their dependents, Reservists, DOD employees, contractors, and community support groups are eligible patrons of the MCB Hawaii Catering Facility. These eligible users may also act as sponsors for functions. After a banquet contract is finalized, the military sponsor must come to the Catering Office with a valid I.D. card and sign the contract.

### RESERVATIONS

Initial arrangements for a function may be made by phone or in person. Reservations are considered tentative until a ***deposit and a signed contract are received.***

Catered functions can be reserved at any time and will be available on a First Come, First Served basis. Reservations that do not have a signed contract 15 days prior to the scheduled event are automatically subject to cancellation.

Guest list must be submitted no later than one week prior to function for security purposes. List must be in alphabetical order by last name and typewritten. All guests 16yrs of age and older must be on guest list.

Capacity: Per fire code, the following maximum capacities have been established for the facility.

- a. Standing - 450 person
- b. Seated - 300 (includes lanai area)

### FOOD AND BEVERAGE SERVICES

All food and beverage items may be provided by the MCB Hawaii Catering Facility as written in the contract. When catering from the MCB Hawaii facility, the room fee will be waived if a minimum of \$500 in food and beverage are purchased. Menus must be finalized no later than two weeks prior to your event. Final counts must be submitted to facility no later than one week prior, at which point we can no longer decrease your count but can continue to add to your count up to 48hrs prior. No alcoholic beverages allowed except when provided & purchased from the MCB Hawaii Catering Facility bar. Bar services are available upon request (2 weeks advance notice required). Guests are allowed to bring in ethnic pupus but must supply their own serving equipment, utensils, paper goods etc.

***All Federal Holidays ~ Closed***  
***Parties that have waivers under this policy must pay double for food/beverage and labor***

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## **SERVICE CHARGE**

A 20% service charge shall be added to all food and beverage. The service charge is utilized to cover other expenses incurred for your function such as; employee gratuity, linens, labor, in house décor, and other miscellaneous expenses.

## **DEPOSITS, PAYMENTS, AND CANCELLATIONS**

A \$100 non-refundable deposit is required to reserve function space on a definite basis. Additional deposits may be required at the discretion of MCB Hawaii Catering Office. The remaining balance is due three business days prior to the date of the event, unless other arrangements have been made by MCB Hawaii Catering office. Cancellations with less than 72 hours notice may be charged for one day's room rental, or 50% of the total food & beverage costs, whichever is greater.

## **TIME SCHEDULE**

Prior approval is required for all starting and ending times. All evening functions are to conclude by 10:30 p.m. If the actual program exceeds the agreed conclusion time, every effort will be made to accommodate the change. However, this time extension shall not be considered guaranteed and patron should be aware that an overtime charge of \$250 per hour or fraction thereof will be assessed for all events that do not meet the set deadline.

## **FUNCTION ROOM OUTDOOR FUNCTIONS**

MCB Hawaii Catering reserves the right to reassign function room should your guaranteed count be significantly less than what was originally planned.

## **DECORATIONS**

MCB Hawaii Catering prohibits the use of confetti or any like items. All items brought in by guests must not damage the facility; patron will be responsible for any damage. Balloons that are not weighted down and cause damage to fans will be assessed a \$500 charge per instance.

## **UNFORSEEN CONTINGENCIES**

MCB Hawaii Catering will not be responsible for damage or loss of any merchandise, articles, equipment or valuables left before, during and after the event. Arrangements must be made for security of exhibits, merchandise or artifacts set-up for display prior to the planned event. Patron is responsible for damage to the premises during the time premises are under patron's control or the control of any independent vendor or contractor hired by the patron. MCB Hawaii Catering will not be held liable for failure to carry out arrangements due to acts of God or nature, or other conditions that are not under the control of MCB Hawaii Catering.

MCB Hawaii Catering reserves the right to make a final decision to move event indoors in order to expedite the set-up of any outdoor function due to weather conditions. Additional fees may be incurred for outdoor functions.

## **PARKING**

Parking is available for all functions at no charge. All Guests must park in a marked stall or in the grassy area below the Sunset Lanai. Guests must adhere to base parking regulations.

*I have read and understand the above information and agree to accept the policies set forth by MCB Hawaii Catering.*

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Banquet Room \_\_\_\_\_

Deposit via Credit Card \_\_\_\_\_

Exp. Date \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Name embossed on card \_\_\_\_\_

