



## ROOM RENTAL 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.***

Room Rentals cannot be reserved more than 60 days prior to the date of event. 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. Event may be cancelled if guest list not submitted to PMO in a timely manner.

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

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

### **ROOM RENTAL – ROOM ONLY OPTION**

The Sunset Lanai is available for room rentals without any in-house catering requirements. In this option, the user is responsible for setting-up, tearing-down, and storing of all furniture and equipment required for the event. Care will be taken to prevent damage to the equipment and facility. In addition, the user is responsible for the general clean up of the facility after use. Guests are allowed to use the tables and chairs that are provided in house, but all items must be returned in the same condition it was received. Guests & outside catering companies are NOT ALLOWED to do any cooking on premise. Caterers are not allowed to use MCB facility equipment such as refrigerators, ranges, etc. They must also supply all paper goods, serving utensils, etc. All foods catered from any outside vendor must be prepared off site and must follow all health and sanitation standards. The MCB Hawaii Catering Facility will not be liable for any illnesses caused by foods that were not prepared by or in the MCB Hawaii facility. 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). Kitchen and bar are not available for use in the room rental agreement. Contract must be signed and paid for three business days prior to function. Room Rental reservations cannot be made prior to 60 days of event.

**Room Rent Daytime A ~ \$400**

Monday thru Thursday  
8:00 am - 2:00 pm

**Room Rent Evening C ~ \$600**

Monday thru Thursday  
2:00 pm - 10:30 pm

**Room Rent Daytime B ~ \$700**

Friday, Saturday, Sunday  
8:00 am - 2:00 pm

**Room Rent Evening D ~ \$1100**

Friday, Saturday, Sunday  
2:00 pm - 10:30 pm

*All Federal Holidays ~ Closed*

*Parties that have waivers under this policy must pay double for room rent and labor*

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## **DEPOSIT AND PAYMENT**

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**

Cancellations with less than 72 hours notice may be charged for 50% of room rental.

## **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.

## **LINEN RENTAL – ROOM RENTS ONLY**

- Banquet size - \$10 each
- Round - \$10 each
- Skirts- \$25 each
- Square - \$10 each
- Linen Napkins - \$15/dozen

## **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.

## 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.

## 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 \_\_\_\_\_

