



A Catered Experience

Hawaii Okinawa Center Legacy Ballroom Policy

Terms and Conditions of Agreement For A Catered Function

Hawaii Okinawa Center

94-587 Ukee Street,
Waipahu, HI 96797

Hall Accommodations:

Legacy I

Minimum 200 guests / Maximum 350 guests

Legacy II

Minimum 125 guests / Maximum 200 guests

Legacy Ballroom

Minimum 350 guests / Maximum 800 guests

Exceptions to minimum counts are subject to the approval of the Catering Manager. Menu price may change.

Hours of Operation:

Lunch 10:00 a.m. to 2:00 p.m.

Dinner 5:00 p.m. to 10:00 p.m.

*If you request a later ending time, special arrangements **must** be made (14) days in advance of your function. An additional charge of \$250.00 per hour will be added to your billing if you wish to extend your party. If your evening function runs past the agreed end time, you will be assessed a premium overtime charge of \$500.00 per hour or any fraction thereof. **Cash payment will be required at the end of the event. Luncheons cannot be extended.***

Make Checks Payable To:

A Catered Experience
94-1068 Ka Uka Boulevard
Waipahu, HI 96797

Phone: (808) 677-7744

Fax: (808) 677-6774

Service Personnel:

A Banquet Manager, Wait Help and Buffet Attendant is provided for all catered events. There will be no charge to set up and clean up the ballroom.

Liquor & Bar Service:

A Catered Experience does not handle liquor. Bartenders are to be hired directly by the client. Caterer can refer the client to an experienced bartender. Client is responsible to set up their own bar station by bringing in their own liquor, mixes, soft drinks, napkins, cups, swizzle sticks, condiments etc. The bar must be kept clean and staffed at all times by an adult 21 years or older. The bar must close a half hour prior to the ending time of your party. Liquor must be delivered on the day of your event at your set-up time, no sooner. Under Hawaii State Laws, alcoholic beverages will not be served to anyone under the age of 21 years. Caterer reserves the right to terminate the service of liquor on the premises, or the event if there is consumption of liquor by minors and/or the consumption of liquor by any person deemed intoxicated. There is no corkage fee. Liquor may not be sold on the premises.

Menus:

Attached are sample menus from which you may choose or if you would like to customize a menu to meet your needs, call our Catering Coordinator to assist you in planning your menu. The menu price includes the use of the hall, food, disposable eating ware and service staffing unless otherwise noted. Children's prices will apply if a minimum adult guest count is guaranteed. Outside appetizers (*hors'doeuvres*, *pupus*) are allowed at an additional charge of \$1.00 per guest.

Head Count:

Your final guest count is due 14 days prior to your function. Once the final guest count is submitted, only increases will be accepted with the Catering Manager's approval. However, a surcharge may be applied as a result of the additional guest count. If you fail to submit a final count, A Catered Experience will deem the final count to be the number indicated at the time your reservation was confirmed.

Decoration Time:

You will be allowed to come in 1 hour prior to your guests to set up and/or decorate. A request for an earlier set up time is dependent upon prior obligations of the Banquet Room. Requests must be made 10 days in advance. An additional charge of \$125.00 per half hour will be assessed. ***No confetti, glitter, fire or rice is allowed in the Banquet Room.*** Decorations may not be nailed, taped, tacked or attached to the walls, ceiling or any part of the room. All decorations must be removed immediately following your event and must comply with all governmental laws, rules, regulations and ordinances, including but not limited to fire code regulations. ***You or any independent vendor or contractor retained by you are responsible for any damage to the Banquet Room. You will be responsible for replacement charges of any loss or damage to equipment rented from A Catered Experience.***

Music:

Musical or sound making activities must end by 10:00 p.m. and must be in compliance with any other law, rule, regulation or ordinance. Noise levels must be reasonable and be lowered if requested by the Caterer or special duty police officer. ***No fog or smoke machines are allowed in the banquet room.***

Independent Contractors/Vendors:

The client will be held responsible if any independent contractors or vendors that they hire run past the function end time. An overtime charge of \$500.00 per hour or any fraction thereof will be assessed if this occurs. ***Independent Contractors/Vendors are subject to A Catered Experience approval.***

Security:

For security reasons, a special duty uniformed police officer from the Honolulu Police Department for the period of your function is required. A Catered Experience will schedule the police officer and charges will be added to your bill.

Garden:

The Garden is available to the client at no charge when the room is booked and the event is catered. Client must request the use of the garden with the caterer.

Parking:

Adequate guest parking is available at the Hawaii Okinawa Center.

Guests and Conduct:

- 1) A Catered Experience requires one adult (in supervisory capacity) be in attendance for every fifteen guests under the age of seventeen years old at the event. For parties with teens, parents must be in attendance.
- 2) Smoking is not permitted within any of the buildings at the Hawaii Okinawa Center.
- 3) No one is allowed in the Gardens except upon designated walkways without prior approval of A Catered Experience.
- 4) In no event will children be allowed in the Gardens or other public areas without adult supervision.
- 5) A Catered Experience reserves the right to terminate any event if the event is not properly chaperoned and/or conduct of the guests attending the event presents a threat to the health and safety of individuals or could damage the Hawaii Okinawa Center or A Catered Experience's property.

Cancellations:

The \$500.00 booking deposit is non-refundable. If client wishes to cancel the event, a request in writing stating your desire to cancel your scheduled event will be required. If such a request is made six months or more prior to client's event date, a 50% refund of client's payments will be provided. Cancellations made less than six months prior to scheduled event date will receive a partial refund based on the Caterer's ability to resell the room.

Deposits and Payments:

1) A non-refundable date block deposit of \$500.00 and a completed and signed Banquet Room Policy agreement is required to reserve a date for the Banquet Room. This date block deposit will be applied as credit to your account.

2) The menu must be confirmed two months after the Banquet Room is reserved or twelve weeks before the event, whichever is earlier. At this time, a fifty percent deposit of the estimated total cost is required.

3) Your final guest count is due fourteen days prior to your function. Your guest count may not be decreased from this point on. If a guest count is not received from you fourteen days prior to the event, A Catered Experience will use the guest count indicated at the time of the confirmation of the menu. Your final payment is due 10 days prior to your function. ***A separate check in the amount of \$250.00 for "Security Deposit" will be due at this time. This check will be mailed back to you after final inspection is done of the ballroom after your event.***

4) In the event you fail to pay the balance due, the amount owed will be charged interest at the rate of 1% per month (12% per annum). You will also be responsible for any collection costs and attorneys' fees.

5) There will be a \$25.00 charge for any check that is returned due to insufficient funds and no personal check will be accepted. Payments must be made by cash, money order or cashier's check thereafter.

6) Failure to pay in full may result in cancellation of the function.

Service Fee and G.E. Tax:

A 15% service fee and general excise tax (4.712%) will be added to your total bill (service fee and state tax will be excluded from the Security Deposit).

Eighty percent of the service charge we apply is distributed directly to our employees as tip income and the remaining twenty percent is used to pay for costs or expenses other than employee wages or tips.

Release and Indemnity Agreement

A Catered Experience does not have a license to sell and dispense liquor at the Hawaii Okinawa Center Legacy Ballroom. All liquor and bar personnel must be supplied by you. You are solely responsible to control the service and dispensing of liquor. Accordingly, you fully and completely release FCH Enterprises Inc. dba A Catered Experience and all of its related companies, owners, directors, officers, agents, employees, sureties, insurers, indemnities, successors and assigns, from and against any and all claims arising out of, or connected with, either directly or indirectly, to the service liquor.

Indemnity and Exculpation:

1) Exculpation of A Catered Experience – A Catered Experience and the Hawaii Okinawa Center shall not be liable to the Client for any damage to the User or User's property of User's guest(s) from any cause. The User waives all claims against FCH Enterprises Inc. dba A Catered Experience and the Hawaii Okinawa Center for damage to person or property arising for any reason.

2) Indemnity – The User shall defend and hold A Catered Experience and the Hawaii Okinawa Center harmless from all damages arising out of any damage to any person or property occurring in, on, or about the premises and the building and the property in which the premises are located. This indemnification shall, among other things include indemnification against any and all actions, proceedings, attorney's fees and costs, demands and any damages.

The User hereby agrees to assume full and all responsibilities and liabilities for any damages, destruction and/or losses incurred by A Catered Experience during or as a result of the User's engagement and usage of the Hawaii Okinawa Center banquet facility. The User also agrees that A Catered Experience may assess charges to User for any damage, destruction or loss to the Hawaii Okinawa property as a result of User's usage of Hawaii Okinawa's facilities.



A Catered Experience

Hawaii Okinawa Center Legacy Ballroom

For A Catered Function Banquet Information

Date of Event

Time of Event

Type of Function

Approximate Guest Count

Client's Name *(Please print clearly)*

Home Address *(Include City and Zip Code)*

Home Number

Business Number

Cellular Phone Number

Email Address

The above information and signature below must be completed otherwise the Policy Agreement is voided.

I have read and understand the Hawaii Okinawa Center Legacy Ballroom Policy Agreement and agree to adhere to all policies and procedures.

Client's Signature

Date



A Catered Experience

Hawaii Okinawa Center Legacy Ballroom Fixed Lunch Menus

Choose from a variety of hot and cold local Hawaiian, Asian Pacific and American delicacies, presented to your guests on a floral garnished buffet with polished chafing dishes, and professionally serviced by attendants.

Lunch Menu A

Sauteed Mahimahi
with Wasabi Caper Sauce

Teriyaki Beef

Fried Chicken Thighs

Steamed White Rice

Assorted Sushi
(Maki, Teppo Maki, Inari)

Chinese Vegetable Salad
with Oriental Dressing

Somen Salad
with Somen Dressing

Assorted Fresh Fruits

Dessert Sheet Cake

Coffee, Tea and Punch

Price Per Guest:

Sixteen Dollars and
Ninety-Five Cents
Plus 15% Service Fee and
4.712% Tax

Lunch Menu B

Barbecue Kal Bi Short Ribs

Mochiko Chicken

Chinatown Mahimahi

Assorted Sushi
(Maki, Teppo Maki, Inari)

Steamed White Rice

Potato Macaroni Salad

Chinese Vegetable Salad
with Oriental Dressing

Kim Chee

Dessert Sheet Cake

Coffee, Tea and Punch

Price Per Guest:

Seventeen Dollars and
Ninety-Five Cents
Plus 15% Service Fee and
4.712% Tax

Lunch Menu C

Kalua Pig

Lau Lau

Boneless BBQ
Teriyaki Chicken

Chicken Long Rice

Lomi Salmon

Macaroni Salad

Steamed White Rice

Fresh Pineapple

Haupia Squares

Dessert Sheet Cake

Coffee, Tea and Punch

Price Per Guest:

Eighteen Dollars and
Ninety-Five Cents
Plus 15% Service Fee and
4.712% Tax

Prime Rib* Lunch Menu

Prime Rib
Carved on Site with
Au Jus & Horseradish

Boneless BBQ
Teriyaki Chicken

Baked Mahimahi

Steamed White Rice

Assorted Sushi
(Maki, Teppo Maki, Inari)

Tossed Salad with Dressing

Somen Salad with
Somen Dressing

Assorted Fresh Fruits

Dessert Sheet Cake

Coffee, Tea and Punch

Price Per Guest:

Twenty-Three Dollars and
Seventy-Five Cents
Plus 15% Service Fee and
4.712% Tax

Included with your menu price:

Skirted Buffet Presentation
Skirted Beverage/Dessert Presentation
Skirted Reception Table
Disposable Plates, Napkins, Eating Utensils, Cups
Supervisor, Wait Staff, Buffet Attendants
White Linen Tablecloths for Guest Tables
Set Up and Breakdown
Use of Hall

***Top Sirloin
in place of Prime Rib:**

Price Per Guest:

Nineteen Dollars and
Fifty Cents
Plus 15% Service Fee and
4.712% Tax

* Prices and menus subject to change at any time.

* Chinaware package available at an additional charge plus service fee and tax.



A Catered Experience

Hawaii Okinawa Center Legacy Ballroom

Create Your Unique Lunch Special

Hot Entrée

(Choice of 3-Add \$1.50 per guest for 4 choices)

Sweet & Sour Spareribs

Beef Broccoli

Chicken Katsu

Herb Roasted Chicken

Fried Chicken

Teriyaki Beef

Baked Ham
with Pineapple-Raisin Sauce

Sliced Roast Beef
with Fresh Mushroom Gravy

Shoyu Chicken

Pork Adobo

Sliced Roast Pork
with Fresh Mushroom Gravy

Sauteed Mahimahi
with Lemon Caper Sauce

Baked Mahimahi

Barbecue Teriyaki Chicken

Mochiko Chicken

Starches

Choice of 2

Steamed White Rice

Mashed Potatoes

Yakisoba

Fried Noodles

Pancit

Herb Roasted Potatoes

Assorted Sushi

(Maki, Teppo Maki, Inari)

Salads

Choice of 3

Potato Macaroni Salad

Assorted Fresh Fruits

Assorted Fresh Vegetables

Tossed Greens
with Choice of Two Dressings

Chinese Vegetable Salad

Somen Salad

Spinach Salad

Kim Chee

Includes Sheet Cake, Coffee, Tea and Punch

Price per Guest:

Seventeen Dollars and Ninety-Five Cents

Plus 15% Service Fee and 4.712% Tax

** Prices and menus subject to change at any time.*

** Chinaware package available at an additional charge plus service fee and tax.*



A Catered Experience

Hawaii Okinawa Center Legacy Ballroom Fixed Dinner Menus

Choose from a variety of hot and cold local Hawaiian, Asian Pacific and American delicacies, presented to your guests on a floral garnished buffet with polished chafing dishes, and professionally serviced by attendants.

Dinner Menu A

Mahimahi Almondine with Tartar or Wasabi Caper Sauce
Boneless BBQ Teriyaki Chicken
Roast Pork with Gravy and Mushrooms
Steamed White Rice
Assorted Sushi (*Maki, Teppo Maki, Inari*)
Tossed Salad with Dressing
Potato Macaroni Salad
Assorted Fresh Fruits
Kim Chee
Dessert Sheet Cake
Coffee, Tea and Punch

Price Per Guest:
Twenty Dollars and Ninety-Five Cents Plus 15% Service Fee and 4.712% Tax

Dinner Menu B

Mochiko Chicken
Roast Beef with Gravy and Mushrooms
Baked Mahimahi
Okinawan Shoyu Pork
Yakisoba
Steamed White Rice
Potato Macaroni Salad
Chinese Vegetable Salad
Assorted Fresh Fruits
Sheet Cake
Coffee, Tea and Punch

Price Per Guest:
Twenty-Four Dollars and Ninety-Five Cents Plus 15% Service Fee and 4.712% Tax

Dinner Menu C

Kalua Pig
Lau Lau
Teriyaki Beef
Chicken Long Rice
Lomi Salmon
Poi
(*subject to availability*)
Macaroni Salad
Steamed White Rice
Sweet Potato
Fresh Pineapple
Haupia Squares
Dessert Sheet Cake
Coffee, Tea and Punch

Price Per Guest:
Twenty-Six Dollars and Ninety-Five Cents Plus 15% Service Fee and 4.712% Tax

Top Sirloin Dinner Menu

Top Sirloin carved on-site with Aus Jus and Horseradish
Chinatown Mahimahi
Boneless BBQ Teriyaki Chicken
Fried Noodles
Steamed White Rice
Assorted Sushi (*Maki, Teppo Maki, Inari*)
Potato Macaroni Salad
Tossed Salad with Dressing
Assorted Fresh Fruits
Dessert Sheet Cake
Coffee, Tea and Punch

Price Per Guest:
Twenty-Seven Dollars and Ninety-Five Cents Plus 15% Service Fee and 4.712% Tax

Prime Rib Dinner Menu

Prime Rib carved on-site with Aus Jus and Horseradish
Baked Mahimahi
Herb Roasted Chicken
Steamed Vegetables
Mashed Potatoes with Gravy
Steamed White Rice
Chinese Chicken Salad
Assorted Fresh Fruits
Dessert Sheet Cake
Coffee, Tea and Punch

Price Per Guest:
Thirty-One Dollars and Ninety-Five Cents Plus 15% Service Fee and 4.712% Tax

Included with your menu price:

*Skirted Buffet Presentation
Skirted Beverage/Dessert Presentation
Skirted Reception Table
Disposable Plates, Napkins, Eating Utensils, Cups*

*Supervisor, Wait Staff, Buffet Attendants
White Linen Tablecloths for Guest Tables
Set Up and Breakdown
Use of Hall*

** Prices and menus subject to change at any time.*

** Chinaware package available at an additional charge plus service fee and tax.*



A Catered Experience

Hawaii Okinawa Center Legacy Ballroom

Create Your Unique Dinner Special

Hot Entrée

(Choice of 3-Add \$2.00 per guest for 4 choices)

Sweet & Sour Spareribs	Shoyu Chicken	Sliced Roast Pork with Fresh Mushroom Gravy
Beef Broccoli	Pork Adobo	Seafood Newburg
Chicken Katsu	Sliced Roast Beef with Fresh Mushroom Gravy	Seafood Curry
Herb Roasted Chicken	Sauteed Mahimahi with Lemon Caper Sauce	Shoyu Pork
Fried Chicken	Baked Mahimahi	Kalbi Short Ribs
Teriyaki Beef	Barbecue Teriyaki Chicken	Chicken Long Rice
Baked Ham with Pineapple-Raisin Sauce		Pork with Peas
Chicken Curry		Oyster Chicken with Vegetables

*** Customized Carved Prime Rib, Roast Pig (Lechon), Baron of Beef Buffet Available on Request.**

Starches

Choice of 2

Steamed White Rice	Garlic Pasta	Pancit
Mashed Potatoes	Fried Noodles	Herb Roasted Potatoes
	Assorted Sushi <i>(Maki, Teppo Maki, Inari)</i>	

Salads

Choice of 3

Potato Macaroni Salad	Tossed Greens with Choice of Two Dressings	Kim Chee
Assorted Fresh Fruits	Chinese Chicken Salad	Namasu
Assorted Fresh Vegetables	Somen Salad	Namul
	Spinach Salad	

***Includes Sheet Cake, Coffee, Tea and Punch
Assorted Cakes & Pies Available at Additional Charge***

Price per Guest:

Twenty-Four Dollars and Ninety-Five Cents Plus 15% Service Fee and 4.712% Tax

** Prices and menus subject to change at any time.*

** Chinaware package available at an additional charge plus service fee and tax.*