



Hawaii Okinawa Center Legacy Ballroom Policy

Terms and Conditions of Agreement For A Catered Function

Ballroom Address

Hawaii Okinawa Center
94-587 Ukee Street
Waipahu, HI 96797

Office Address

A Catered Experience, Inc. ("A Catered Experience")
94-1068 Ka Uka Boulevard, 2nd Floor
Waipahu, HI 96797

Phone: (808) 677-7744

Email: questions@acateredexperience.com

Website: www.acateredexperience.com

Make checks payable to: A Catered Experience

Hall Accommodations

Please inquire with us for weekday (Mon-Fri Lunch, Mon-Thu Dinner) and holiday rates.

Legacy I - Minimum 200 guests / Maximum 350 guests

Legacy II - Minimum 125 guests / Maximum 200 guests

Legacy Ballroom

Minimum 350 guests / Maximum 800 guests

Weekday Meeting Packages Minimum 30 guests
(*Mon-Thu, 8am-4pm, Excluding Holidays & Eves*)

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

Hours of Operation

Hours of Operation:

Lunch 10:00 AM to 2:00 PM (4-Hour Event)

Dinner 5:00 PM to 10:00 PM, 5:30 PM to 10:30 PM,
or 6:00 PM to 11:00 PM (5-Hour Event)

If you request a later ending time, special arrangements **must** be made fourteen (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.**

Service Personnel

A Banquet Captain, 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. A Catered Experience can refer the Client to an experienced bartender. The 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 (1/2) 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. A Catered Experience 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 food (hors d'oeuvres & desserts) from the Client and/or vendor is allowed at an additional charge of \$1.00 per guest (plus service fee and tax). No main entrées or starches.

Head Count

Your final guest count is due fourteen (14) days prior to your function. Once the final guest count is submitted, only increases (no decreases) 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 one (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 ten (10) days in advance. An additional charge of \$125.00 per half (1/2) hour will be assessed.

No confetti (including small cutouts), glitter, fire, cold sparks, 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 PM and must be in compliance with any other law, rule, regulation, or ordinance. Noise levels must be reasonable and be lowered if requested by A Catered Experience or special duty police officer.

No cold sparks, 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's approval. No confetti (including small cutouts), glitter, fire, or rice is allowed in the Banquet Room. For Bouncers, rides, etc., please check with A Catered Experience for the approved vendor list.

Security

For security reasons, a special duty uniformed security officer is required for the period of your function. A Catered Experience will schedule the security 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. The Client must request the use of the garden with A Catered Experience. A Garden Wedding Ceremony package is available at an additional cost.

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 (regular or electronic cigarettes) is not permitted within any of the buildings at the Hawaii Okinawa Center; **must be 20 feet away from any entrances or exits by law.**
- 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.
- 6) No pets allowed.

Cancellations

The \$500.00 booking deposit is non-refundable and non-transferable. If the 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 (6) months or more prior to the Client's event date, a 50% refund of the Client's additional payments will be provided. Cancellations made less than six (6) months prior to scheduled event date will receive a partial refund based on A Catered Experience's ability to resell the room.

Deposits and Payments

- 1) A non-refundable and non-transferable 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 (2) months after the Banquet Room is reserved or twelve weeks before the event, whichever is earlier. At this time, a 50% percent deposit of the estimated total cost is required.
- 3) Your final guest count is due fourteen (14) 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 (14) 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 ten (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 \$30.00 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) We accept the following forms of payment: Cash, Check, Cashier's Check, Money Order, Visa, Master Card, American Express, and Discover.
- 7) **Failure to pay in full may result in cancellation of the function.**

Service Fee and G.E. Tax

A 18.5% 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).

80% of the service charge we apply is distributed directly to our employees as tip income and the remaining 20% is used to pay for costs or expenses other than employee wages or tips.

Release and Indemnity Agreement for Liquor Service and Consumption

A Catered Experience does not have a license to sell and/or dispense liquor at the Hawaii Okinawa Center Legacy Ballroom. All liquor, and bar or other personnel serving liquor must be supplied by the Client. The Client is solely responsible for controlling and overseeing the serving of liquor at the Hawaii Okinawa Center Legacy Ballroom. Accordingly, the Client fully and forever discharges and releases A Catered Experience and all of its related companies, owners, directors, officers, employees, agents, sureties, insurers, successors and assigns, from and against any and all claims arising out of, or connected with the service and dispensing of liquor.

The Client shall indemnify, defend and hold A Catered Experience and the Hawaii Okinawa Center (the "Indemnified Parties") harmless from and against any claims, demands, actions, causes of actions, liability, damages, judgements, losses and costs and expenses, including, but not limited to, reasonable attorneys' fees (collectively, "Claims"), by whomsoever raised or asserted against each of the Indemnified Parties, arising out of resulting from or in any way connected to the liquor service for the Client's function at the Hawaii Okinawa Center Legacy Ballroom.

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, injury, loss or death, as applicable, to the Client or the Client's property or to the Client's guest(s) or their property, from any cause. The Client forever releases and waives all Claims against A Catered Experience and the Hawaii Okinawa Center for damage, injury, loss or death, as applicable, to person or property arising for any reason.

2) Indemnity – The Client shall defend, indemnify and hold the Indemnified Parties harmless from and against all Claims arising out, resulting from, or in any way connected to any damage, injury, loss or death, as applicable, to any person or property occurring in, on, or about Hawaii Okinawa Center Legacy Ballroom and the Hawaii Okinawa Center. This indemnification shall, among other things include indemnification against any and all actions, proceedings, attorney's fees and costs, demands and any damages.

The Client 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 Client's engagement and usage of the Hawaii Okinawa Center Legacy Ballroom. The Client also agrees that A Catered Experience may assess charges to the Client for any damage, destruction or loss to the Hawaii Okinawa Center Legacy Ballroom and other facilities located at the Hawaii Okinawa Center as a result of the Client's usage of Hawaii Okinawa Center Legacy Ballroom and other facilities.



Hawaii Okinawa Center Legacy Ballroom Policy

For a Catered Function - Banquet Information

Date of Event

Time of Event

Legacy I

Legacy II

Legacy Ballroom

Type of Function

Approximate Guest Count

Client / Business / Organization Name (Please print clearly)

Contact Person (Please print clearly)

Home/Business 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



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 #1	Lunch Menu #2	Lunch Menu #3	Top Sirloin Lunch Menu	Prime Rib Lunch Menu
Sautéed Fish with Tartar Sauce	Boneless Kalbi	Mini Lau Lau	Top Sirloin Carved on Site with Au Jus & Horseradish	Prime Rib Carved on Site with Au Jus & Horseradish
Teriyaki Beef	Chinatown Fish	Kalua Pig	Sautéed Fish with Tartar Sauce	Choice of Fish*
Boneless Herb Roasted Chicken with Lemon Thyme Sauce	Mochiko Chicken	Boneless BBQ Teriyaki Chicken	Boneless BBQ Teriyaki Chicken	Choice of Chicken*
Steamed White Rice	Steamed White Rice	Chicken Long Rice	Steamed White Rice	Steamed White Rice
Assorted Sushi (<i>Maki, Teppo Maki, Inari</i>)	Assorted Sushi (<i>Maki, Teppo Maki, Inari</i>)	Lomi Salmon	Assorted Sushi (<i>Maki, Teppo Maki, Inari</i>)	Assorted Sushi (<i>Maki, Teppo Maki, Inari</i>)
Chinese Chicken Salad with Won Ton Chips and Oriental Dressing	Chinese Chicken Salad with Won Ton Chips and Oriental Dressing	Macaroni Salad	Tossed Salad with Chef's Choice Dressing	Tossed Salad with Chef's Choice Dressing
Potato Macaroni Salad	Somen Salad with Somen Salad Dressing	Steamed White Rice	Somen Salad with Somen Dressing	Somen Salad with Somen Dressing
Fresh Fruit Salad	Fresh Fruit Salad	Fresh Pineapple	Fresh Fruit Salad	Fresh Fruit Salad
Dessert Sheet Cake	Dessert Sheet Cake	Haupia Squares	Dessert Sheet Cake	Assorted Cakes & Pies
Coffee, Hot Tea, Fruit Punch and Iced Water	Coffee, Hot Tea, Fruit Punch and Iced Water	Dessert Sheet Cake	Coffee, Hot Tea, Fruit Punch and Iced Water	Coffee, Hot Tea, Fruit Punch and Iced Water
		Coffee, Hot Tea, Fruit Punch and Iced Water		
				<i>*Fish and Chicken choices from the Create Your Unique Lunch Menu</i>
\$33.50 per guest Plus 18.5% Service Fee and 4.712% Tax	\$35.50 per guest Plus 18.5% Service Fee and 4.712% Tax	\$35.50 per guest Add \$1.00 for Poi per guest Plus 18.5% Service Fee and 4.712% Tax	\$38.50 per guest Plus 18.5% Service Fee and 4.712% Tax	\$43.00 per guest Plus 18.5% 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.



Hawaii Okinawa Center Legacy Ballroom

Create Your Unique Lunch Special

Hot Entrée

(Choice of 3-Add \$3.00 per guest for each additional entrée)

Beef Broccoli	Sweet Sour Spareribs	Fried Chicken Thighs
Roast Beef with Fresh Mushrooms and Gravy	Teriyaki Roast Pork	Mochiko Chicken
Teriyaki Beef	Boneless BBQ Teriyaki Chicken	Shoyu Chicken
Pork Adobo	Boneless Herb Roasted Chicken with Lemon Thyme Sauce	Baked Fish
Roast Pork with Fresh Mushrooms & Gravy	Chicken Katsu with Katsu Sauce	Sautéed Fish with Tartar Sauce

Starches

Choice of 2

Assorted Sushi (<i>Maki, Teppu Maki, Inari</i>)	Herb Roasted Red Potatoes	Yakisoba
Fried Noodles	Mashed Potatoes	Steamed White Rice
	Pancit	

Salads

Choice of 3

Assorted Fresh Crudités with Ranch Dip	Chinese Chicken Salad with Won Ton Chips and Oriental Dressing	Potato Macaroni Salad
Caesar Salad with Croutons, Parmesan Cheese and Caesar Salad Dressing	Fresh Fruit Salad	Somen Salad with Somen Salad Dressing
	Kim Chee	Tossed Salad with Chef's Choice Dressing

Includes Dessert Sheet Cake, Coffee, Hot Tea, Fruit Punch and Iced Water

\$35.50 per guest

Plus 18.5% 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.



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 #1

Roast Pork with Fresh Mushrooms and Gravy
 Boneless BBQ Teriyaki Chicken
 Sautéed Fish with Tartar Sauce
 Steamed White Rice
 Assorted Sushi (*Maki, Teppo Maki, Inari*)
 Tossed Salad with Chef's Choice Dressing
 Potato Macaroni Salad
 Fresh Fruit Salad
 Dessert Sheet Cake
 Coffee, Hot Tea, Fruit Punch and Iced Water

\$36.50 per guest

Plus 18.5% Service Fee and 4.712% Tax

Dinner Menu #2

Mochiko Chicken
 Roast Beef with Fresh Mushrooms and Gravy
 Macadamia Nut Crusted Fish with Ginger Butter Sauce
 Shoyu Pork
 Fried Noodles
 Steamed White Rice
 Potato Macaroni Salad
 Chinese Chicken Salad with Won Ton Chips and Oriental Dressing
 Fresh Fruit Salad
 Dessert Sheet Cake
 Coffee, Hot Tea, Fruit Punch and Iced Water

\$38.50 per guest

Plus 18.5% Service Fee and 4.712% Tax

Dinner Menu #3

Mini Lau Lau
 Kalua Pig
 Teriyaki Beef
 Chicken Long Rice
 Lomi Salmon
 Poi
 Macaroni Salad
 Steamed White Rice
 Sweet Potato
 Fresh Pineapple
 Haupia Squares
 Dessert Sheet Cake
 Coffee, Hot Tea, Fruit Punch and Iced Water

\$39.50 per guest

Plus 18.5% Service Fee and 4.712% Tax

Top Sirloin Dinner Menu

Top Sirloin Carved on Site with Au Jus & Horseradish
 Sautéed Fish with Tartar Sauce
 Boneless BBQ Teriyaki Chicken
 Fried Noodles
 Steamed White Rice
 Assorted Sushi (*Maki, Teppo Maki, Inari*)
 Potato Macaroni Salad
 Tossed Salad with Chef's Choice Dressing
 Fresh Fruit Salad
 Dessert Sheet Cake
 Coffee, Hot Tea, Fruit Punch and Iced Water

\$44.50 per guest

Plus 18.5% Service Fee and 4.712% Tax

Prime Rib Dinner Menu

Prime Rib Carved on Site with Au Jus & Horseradish
 Choice of Fish*
 Choice of Chicken*
 Choice of Fried Noodles, Pancit or Yakisoba
 Steamed White Rice
 Assorted Sushi (*Maki, Teppo Maki, Inari*)
 Chinese Chicken Salad with Won Ton Chips and Oriental Dressing
 Fresh Fruit Salad
 Potato Macaroni Salad
 Assorted Cakes & Pies
 Coffee, Hot Tea, Fruit Punch and Iced Water

\$53.00 per guest

Plus 18.5% Service Fee and 4.712% Tax

**Fish and Chicken choices from the Create Your Unique Dinner Menu*

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.



Hawaii Okinawa Center Legacy Ballroom

Create Your Unique Dinner Special

Hot Entrée

(Choice of 3-Add \$3.50 per guest for each additional entrée)

Beef Broccoli	Roast Pork	Chicken Katsu with Katsu Sauce
Boneless Kalbi	with Fresh Mushrooms and Gravy	Fried Chicken Thighs
Meat Jun with Meat Jun Sauce	Shoyu Pork	Mochiko Chicken
Roast Beef	Sweet Sour Spareribs	Baked Fish
with Fresh Mushrooms and Gravy	Teriyaki Roast Pork	Chinatown Fish
Teriyaki Beef	Boneless BBQ Teriyaki Chicken	Macadamia Nut Crusted Fish
Baked Ham	Boneless Herb Roasted Chicken	with Ginger Butter Sauce
with Pineapple Raisin Sauce	with Lemon Thyme Sauce	Sautéed Fish with Tartar Sauce
Pork Adobo	Boneless Hot Ginger Chicken	

Starches

Choice of 2

Assorted Sushi	Garlic Pasta	Pancit
(Maki, Teppo Maki, Inari)	Herb Roasted Red Potatoes	Yakisoba
Fried Noodles	Mashed Potatoes	Steamed White Rice

Salads

Choice of 3

Assorted Fresh Crudités	Chinese Chicken Salad with	Pasta Salad with Vegetables
with Ranch Dip	Won Ton Chips	Potato Macaroni Salad
Caesar Salad	and Oriental Dressing	Somen Salad
with Croutons, Parmesan Cheese	Fresh Fruit Salad	with Somen Salad Dressing
and Caesar Salad Dressing	Kim Chee	Tossed Salad
	Namul	with Chef's Choice Dressing

Includes Dessert Sheet Cake, Coffee, Hot Tea, Fruit Punch and Iced Water

\$38.50 per guest

Plus 18.5% 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.



Addendum

Children's Pricing

The following are the numbers of adults required to qualify for children's prices. Children are considered ages 3-7 and infants are considered 2 years old and under. The Child's Price is ½ of the price of the adult meal. The first 10 infants are no charge and after that, every 3 infants are considered one child.

Legacy Ballroom

Friday Dinner	Saturday Lunch	Saturday Dinner	Sunday Lunch	Sunday Dinner
350	350	350	350	350

Legacy I

Friday Dinner	Saturday Lunch	Saturday Dinner	Sunday Lunch	Sunday Dinner
200	200	200	200	200

Legacy II

Friday Dinner	Saturday Lunch	Saturday Dinner	Sunday Lunch	Sunday Dinner
125	125	125	125	125

Chinaware Package

\$8.00 per guest (Plus 18.5% Service Fee and 4.712% Tax)

Includes: Plates, Glass Goblets for Water, Coffee Cups with Saucer, Silverware, and White Linen Napkins

Garden Wedding Ceremony Package

\$250.00 (Plus 18.5% Service Fee and 4.712% Tax)

Includes: 2 Columns, 24 Chairs, and a Disposable Aisle Runner

(Based on having the wedding reception at the Hawaii Okinawa Center)

Preliminary Layout of the Ballroom Available Upon Request

As a guide, each 8' long table or 6' round table seats 10 guests. The maximum* number of round tables that can be accommodated in Legacy I is 34, in Legacy II it is 17, and in the Legacy Ballroom it's 54.

**Restrictions may apply; any activity/vendor space needed will decrease the maximum number of tables.*

Clients and their vendors are responsible for cleaning up and disposing of their own items.

Included with Menu Price**

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

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