



Hanalei Colony Resort Deposit/Cancellation Policies

Group Room Deposits/Cancellation Policies: Up to ten rooms can be held under a group leader's name at the time of their booking. A two-night deposit is required just for the group leader at the time of the booking. Group rooms can be held up to two months prior to the event. After the two months it is at the discretion of the Group Sales Manager, after talking with the group leader, whether or not to hold these rooms. If more rooms need to be blocked off for a group the Group Sales Manager can add additional rooms after 75% of the initial group rooms held have been booked. As members of a group call to book their rooms a two-night deposit will be required at the time of booking. All group rooms are required to be paid in full thirty days prior to arrival. Individual reservations may be cancelled up to two weeks in advance and deposit returned minus a \$35.00 processing fee. Group cancellations prior to the thirty-day payment in full will forfeit their two-night deposit for each member of the group. Cancellation after the thirty-day deadline will result in a payment in full for each individual group room. In the case of emergencies, this forfeiture may be left up to the discretion of the Group Sales Manager. All Group Bookings must adhere to the 10:00PM noise curfew, if multiple noise issues occur guests will be asked to leave the resort and forfeit their room cost for their entire stay.

Wedding Ceremony Deposit/Cancellation Policies: All weddings require a \$500.00 save the date non-refundable deposit. This deposit will go towards the cost of your ceremony. A fifty percent deposit is required thirty days prior to your wedding date. Cancellation of the wedding thirty days prior to your date will result in a forfeiture of your \$500.00 deposit. If cancelled less than thirty days out from your event date your fifty percent deposit will be forfeited. This fifty percent will be used to cover the cancellation fees of vendors booked by Hanalei Colony Resort.

Reception Site Fees, Deposits and Cancellation Policies: All Banquet Facilities are subject to a Coordination Fee for the Event and an On-Site Manager Fee. Fees vary to location and size of party.

Makana Room: The site fee for the Makana Room is \$3,100.00. This includes your private use of the entire facility from 5:00PM to 10:00PM. The room can seat up to 100 people. Additional fees may apply for earlier access to the facility. The site fee includes the use of all existing tables and chairs on premises. There is a non-refundable deposit of \$1000.00 for the entire Makana Room. Any cancellations made prior to 30 days from your event will result in forfeiture of the \$1000.00 deposit. In emergency situations it is up to the Event Coordinator's discretion to withhold the initial deposit. A fifty percent deposit is required thirty days prior to the event. If the event is cancelled after the thirty day-fifty percent deposit, all of the 50% deposit will be withheld to pay cancellation fees for vendors. Payment in full for the event is required upon arrival to the Resort and a meeting with the Event Coordinator. Cancellation of the event after arrival will result in 100% forfeiture of all monies paid. **Make sure to ask about our Sunday discounts for the Makana Room.**

Pool Pavilion: A popular site for more informal dinners, luaus and bar-b-ques. The Pool Pavilion can seat up to fifty people. The site fee for the Pavilion is \$2000.00, with a non-refundable deposit of \$750.00. Any cancellations made prior to 30 days from your event will result in forfeiture of the \$750.00 deposit. In emergency situations it is up to the Event Coordinator's discretion to withhold the initial deposit. A fifty percent deposit is required thirty days prior to the event. If the event is cancelled after the thirty day-fifty percent deposit, all of the 50% deposit will be withheld to pay cancellation fees for vendors. Payment in full for the event is required upon arrival to the Resort and a meeting with the Event Coordinator. Cancellation of the event after arrival will result in 100% forfeiture of all monies paid.

Private Makana: Perfect for small groups up to 30 people, the Private Makana is separated from the regular restaurant by dividers and potted trees. DJ's are not allowed in the Private Makana during regular restaurant hours but you can play recorded or live music that is appropriate for other diners. The site fee for the Private Makana is \$1500.00. This includes your

private use of the entire facility from 4:00PM to 10:00PM. Additional fees may apply for earlier access to the facility. This site fee does not include the use of the existing furniture. There is a \$750.00 non-refundable deposit for the Private Makana. Any cancellations made prior to 30 days from your event will result in forfeiture of the \$750.00 deposit. In emergency situations it is up to the Event Coordinator's discretion to withhold the initial deposit. A fifty percent deposit is required thirty days prior to the event. If the event is cancelled after the thirty day-fifty percent deposit, all of the 50% deposit will be withheld to pay cancellation fees for vendors. Payment in full for the event is required upon arrival to the Resort and a meeting with the Event Coordinator. Cancellation of the event after arrival will result in 100% forfeiture of all monies paid.

Oceanfront Tent: Our beautiful tent area overlooks the Ocean and the beach, the site fee for the area and tenting is \$3,600.00, with a \$1700.00 non-refundable deposit. This does not include tables and chairs rentals. There can be no loud music (DJ's, Bands, Large Sound Systems) in our Oceanfront Tents. Dinner music and or musicians up to a trio can play Hawaiian/Jazz music or something similar that has been approved by the wedding coordinator. Any cancellations made prior to 30 days from your event will result in forfeiture of the \$1700.00 deposit. In emergency situations it is up to the Event Coordinator's discretion to withhold the initial deposit. A fifty percent deposit is required thirty days prior to the event. If the event is cancelled after the thirty day-fifty percent deposit, all of the 50% deposit will be withheld to pay cancellation fees for vendors. Payment in full for the event is required upon arrival to the Resort and a meeting with the Event Coordinator. Cancellation of the event after arrival will result in 100% forfeiture of all monies paid.

Please keep in mind we offer additional discounts if you have at least ten condos booked with the resort for the five-day minimum. Our additional discounts are given as an incentive for groups to book with us.

Curfew on all locations is 10:00PM

For additional quotes on tables, chairs, linens, etc. or any questions you might have please contact Nancy Guthrie, Wedding and Event Coordinator at either weddings-events@hcr.com or 808-826-1220.