



Hanalei Colony Resort Weddings with Aloha Receptions Policies and Contract

P.O. Box 206
Hanalei, Hi 96714
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Group Room Deposits/Cancellation Policies: Up to ten rooms can be held under a group leaders 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. Payment in full for your event 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 75% percent of your final folio will be forfeited. This forfeiture will be used to cover the cancellation fees of vendors booked by Hanalei Colony Resort.

Coordinator/On-Site Manager Fees: All Banquet Facilities are subject to a Coordination Fee for the Event (starts at \$600.00 per event) and an On-Site Manager Fee (\$75.00 per hour).

Makana Room: The site fee for the Makana Room is \$3,100.00. This includes your private use of the entire facility from 6:00Pm 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 \$1,550.00 for the entire Makana Room. Any cancellations made prior to 30 days from your event will result in forfeiture of the \$1,550.00 deposit. In emergency situations it is up to the Event Coordinator's discretion to withhold the initial deposit. Payment in full is required thirty days prior to the event. If the event is cancelled after the thirty day-payment in full, 75% of your payment will be withheld to pay cancellation fees for vendors. Cancellation of the event 2 weeks prior to your arrival and all monies will be forfeited. **Book our Makana Room on a Sunday and we can offer 50% off our site fee.**

Pool Pavilion: A popular site for more intimate dinners, luaus and bar-b-ques. The Pool Pavilion can seat up to fifty people. This includes your private use of the entire facility from 6:00Pm to 10:00PM. The room can seat up to 50 people. Additional fees may apply for earlier access to the facility. There is a non-refundable deposit of \$1,125.00 for the entire Pool Pavilion. Any cancellations made prior to 30 days from your event will result in forfeiture of the \$1,125.00 deposit. In emergency situations it is up to the Event Coordinator's discretion to withhold the initial deposit. Payment in full is required thirty days prior to the event. If the event is cancelled after the thirty day-payment in full, 75% of your payment will be withheld to pay cancellation fees for vendors. Cancellation of the event 2 weeks prior to your arrival and all monies paid will be forfeited.

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 6:00Pm to 10:00PM. Additional fees may apply for earlier access to the facility. This site fee does include the use of the existing furniture. This includes your private use of the entire facility from 6:00Pm to 10:00PM. There is a non-refundable deposit of \$750.00 for the Semi-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. Payment in full is required thirty days prior to the event. If the event is cancelled after the thirty day-payment in full, 75% of your payment will be withheld to pay cancellation fees for vendors. Cancellation of the event 2 weeks prior to your arrival and all monies will be forfeited.

All event locations are reserved for a four hour event time period, excluding setup and break down by staff. Each additional hour up until the 10:00PM curfew hour will be charged \$375.00 per hour. This pays for the staff and management to remain without interfering with your food costs.

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

**** Receive Discounts on Site Fees and Catering when booking a Rehearsal Dinner along with your Reception. ****

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.

Booking Your Event Location: All event location bookings must have the below signed contract as well as a wedding information form with the appropriate site fee deposit information/authorization in order to book your location. For any questions please contact Nancy Guthrie, Wedding & Event Coordinator at weddings-events@hcr.com or 808-826-1220.



Policy Agreement – Event Site Location Contract

Our schedule of rates and rental fees is predicated upon factors pertaining to your total scheduled event. Revisions in group counts, times, date or meal function may necessitate the revision of the rates and rental fees

This special event facility that you have chosen for you & your guests may serve various refreshments. **All alcohol beverages, as well as catering, is to be coordinated by Hanalei Colony Resort.** You agree that the consumption of alcoholic beverages by you and your guests will be in moderation and waive any and all claims against Hanalei Colony Resort. There is to be no glass or alcohol on the beach area.

Venue Curfew: All amplified music must end by 10:00 pm. All events must end at 10:00 pm.

Deposit: A non-refundable deposit of 50% of the site fee is required to confirm a event location reservation as well as this contract signed, dated and faxed to the Event Coordinator. Upon receipt of your contract and deposit the Event Coordinator will take your deposits and email/fax a confirmation of your event.

Cancellation: 100% prepayment is due 30 days prior to arrival. If cancellation occurs at least 30 days prior to event, any additional payments received will be refunded less the 50% non-refundable deposit. If less than 30 days, 75% of the payment will be retained. If cancellation occurs less than 14 days prior to wedding date, no refunds will be extended. Rescheduling an event due to extreme and/or unforeseen circumstances is available at the discretion of the Management. In the event of inclement weather or any condition beyond our control Hanalei Colony Resort reserves the right to postpone or move the wedding to an alternate location.

A list of all vendors, their equipment, and their liability insurance certificate must be provided prior to function for approval if not booked directly through Hanalei Colony Resort. Hanalei Colony Resort holds the right to deny access to certain vendors. (This applies only when guests pursue their own arrangements outside Hanalei Colony Resort Weddings with Aloha) A charge of \$500 per outside vendor may apply.

Manager: An on-site Banquet Manager is required by HCR Associates, LLC. Management for the duration of the event and any other time the client or client's vendor wants access to the facilities. (\$75.00 per hour)

Event Coordinator: Our Event Coordinator starts at \$600 per event, even if you use your own. There must be an HCR event coordinator on the premises during duration of the event.

Beverage Service: Please note that the State of Hawaii Liquor Commission regulates all alcoholic beverage service. The resort is responsible for the administration of these regulations. All dispensing of beverages must be done by the licensee and its employees, and not the patrons or guests. Alcoholic beverages will not be served to anyone under 21 years of age and proper identification must be surrendered upon request.

Security Deposit: Patron is responsible in for replacement of loss, damage, or breakage that may occur during and event. **A security deposit of \$1000.00 is required from client before the event; this deposit may be secured with a valid credit card on file.** Deposit is returned to the client within 72 hours after the event, provided no damage other than normal "wear and tear" has occurred.

Liability: Patron assumes all liability in the service of liquor, including the service of alcoholic beverages to intoxicated persons and minors, and agrees to indemnify, defend, protect, save and hold harmless HCR Associates LLC, Hanalei Colony Resort AOA, Mediterranean Gourmet, and Charo's Corporation, their parent, subsidiaries, affiliates and their officers, agents, subcontractors and employees from and against any and all liabilities, claims, judgments, damages, and losses, including all costs, fees, and expenses incidental thereto, caused by or arising out of the service or use of alcoholic beverages on the premises.

Patron assumes all liability and agrees to indemnify, defend, protect, save and hold harmless HCR Associates LLC, Hanalei Colony Resort AOA, Mediterranean Gourmet, and Charo's Corporation, their parent, subsidiaries, affiliates and their officers, agents, subcontractors and employees from and against any and all liabilities, claims, judgments, damages, and losses, including all costs, fees, and expenses incidental thereto, caused by or arising out of the negligence or willful misconduct of the Patron or its respective officers, employees, guests, invitees, or agents or other persons who are in any way related to the services or goods contemplated by this agreement.

Security: Neither HCR Associates, LLC. nor Charo's Corporation assumes responsibility for the damage or loss of any merchandise of articles left on the premises before, during, or after the function.

Room availability: Due to the time required for our staff to prepare the room properly for your functions, the facility is available to patron and

patron's guests only for the times specified above and for 2 hours prior and 1 hour after your function.

Arrival to property is scheduled for two hours prior to event time. If you need early arrival this must be arranged with your coordinator and/or a representative of the Hanalei Colony Resort. Departure from the property is 10:00 pm.

All prices are subject to change.

I hereby acknowledge that I have fully reviewed and accept the above information and staffing prices quoted above. I acknowledge that I will give at least a 7 days notice of cancellation and that if I make changes to the menu or have a change in my guest count, the pricing is subject to change. I/we have read and understand the above contract provisions and agree to them.

Site Location

Authorized Deposit for Site (as stated on the Signed/Dated Wedding Information Form)

-\$ _____

Signature

Print Name

Date _____

HCR Associates, LLC requires a VISA, MASTERCARD, or AMEX credit card number to be on file, even if the client intends to make payments by check. PLEASE COMPLETE the credit card form on the last page of the Wedding Information Form. The client agrees to pay for any items or services that are added to the event after the final billing. Please understand that additional charges may be incurred for last minute changes. If the client does not provide payment for residual items by the requested due date, HCR Associates, LLC reserves the right to charge the credit card on file for those items or services.

Your signature on this form represents your approval of this contract. Signature on this form and the 50% non-refundable site fee deposit filled out on the Wedding Information Form are required before any vendors will be reserved for your event. The remaining balance is due 30 days prior to the event.

We appreciate the opportunity to serve you. Thank you for your interest in Hanalei Colony Resort Weddings with Aloha.

Mahalo,
Nancy Guthrie
Wedding & Event Coordinator
Office: 808-826-1220
weddings-events@hcr.com