



HONOLULU COUNTRY CLUB banquet facilities are available to the public. Call Dean Horikami at (808) 441-9401 or Dawn Solomon at (808) 441-9422 to reserve a room for your party or special event!

Ample free parking is available for all Events and, if desired, valet parking is also available at an additional charge.

### BANQUET & MEETING POLICIES

1. All events must meet established minimum charges. *(Please refer to the table on page 5.)*
2. All menus and arrangements must be finalized with your Banquet Coordinator no later than 14 days prior to the Event. ***The final guaranteed count is required no later than 12:00 noon seven (7) working days prior to the Event. Full payment for the total cost of your Event (less deposit) is required no later than five (5) days prior to the event.*** Once the guaranteed count is received, no decrease in the count is permitted; however, at its sole discretion, the Club may allow an increase in the final count provided that:
  - a) the request to increase the count is received and approved by the Executive Chef no later than 12:00 noon five (5) days prior to the Event  
- and -
  - b) At the discretion of the Executive Chef, the Patron agrees to an additional Late Guaranteed Count Fee of \$150.00.

***No refunds will be given for decreases made to the final count.***

3. All prices and menus are subject to change without prior notice. *(Note: This applies to functions that are already booked, but whose patron has not selected his or her menu).*
4. No reservations will be taken within seven (7) working days of the Event without approval of the Executive Manager.
5. Function room must be fully vacated as stated in the *Honolulu Country Club Banquet Agreement*. Rooms not fully vacated as required will be assessed \$250.00 for every additional hour or fraction thereof.
6. Normal operating hours are between 7:00 AM and 11:00 PM.
7. Buffet lines will be open and replenished for 1 & ½ hours.

8. Food for consumption other than what has been agreed upon as the menu for the Event may not be brought on Club premises without prior written approval of the Executive Manager, and in such case, an additional fee of \$2.50 per person will be applied.
9. Children under three (3) eat free; children between the ages of four (4) and eight (8) pay half-price.
10. Food that has been prepared and served by the Club may not be removed from the Club premises.
11. Meeting aids, A/V apparatus, internet connection, and other equipment are available for rental.
12. The maximum capacity of each room will be determined by the Club.
13. Menus reprinted in any form must first be submitted to the Executive Manager for approval.
14. Entertainment may be provided by union or non-union entertainers. Entertainers must provide their own audio equipment.
15. The Club will assume no responsibility for correction of claims or assumptions due to errors or negligence of the Patron or his/her representatives.
16. The Patron agrees to fully comply with all terms and agreements as stated in the *Honolulu Country Club Banquet Policies, Deposit, and Confirmation Agreement*.

## DEPOSIT & PAYMENT POLICY

All events must meet minimum charges as follows:

BANQUETS/MEETINGS MINIMUM CHARGES	POOLSIDE	BOARD ROOM	SUSHI ROOM	ROOMS 2, 3, & 4 30 PAX	MAIN DINING ROOM
<b>MONDAY thru FRIDAY BREAKFAST (7AM – 10AM)</b>	<b>\$400</b>	<b>\$350</b>	<b>\$400</b>	<b>\$425</b>	<b>\$1400</b>
<b>MONDAY thru FRIDAY LUNCH (11AM – 3PM)</b>	<b>\$400</b>	<b>\$400</b>	<b>\$500</b>	<b>\$750</b>	<b>\$2400</b>
<b>MONDAY thru THURSDAY DINNER (5PM – 9PM)</b>	<b>\$500</b>	<b>\$500</b>	<b>\$750</b>	<b>\$1000</b>	<b>\$3400</b>
<b>SATURDAY &amp; SUNDAY BREAKFAST (7AM – 10AM)</b>	<b>\$400</b>	<b>\$350</b>	<b>\$400</b>	<b>\$425</b>	<b>\$1400</b>
<b>SATURDAY &amp; SUNDAY LUNCH (11AM – 3PM)</b>	<b>\$450</b>	<b>\$450</b>	<b>\$750</b>	<b>\$750</b>	<b>\$2400</b>
<b>FRIDAY thru SUNDAY DINNER (5PM – 9PM)</b>	<b>\$550</b>	<b>\$550</b>	<b>1100</b>	<b>\$1350</b>	<b>\$3400</b>

## INITIAL DEPOSIT & FINAL PAYMENT

1. An initial deposit of \$10 per head is required *no later than ten (10) days from booking date* to confirm your Event. A reservation will be cancelled if the initial deposit is not received within ten (10) days.
2. Your final guaranteed count is required no later than 12:00 noon seven (7) working days prior to the Event. Full payment for the total cost of the Event (**less initial deposit**) must be received by HCC no later than five (5) days prior to the Event. If payment is not received in full by 12:00 noon five (5) days prior, the Event will be automatically cancelled and no refunds will be made.
3. No refunds will be given for decreases made to the final count.

### *4. Deposits are non-refundable.*

## BALANCE

1. Prices as listed for meal and beverage service are subject to a 4.712% general excise tax. Tips are not included and are at the discretion of the Patron.
2. Any additional costs incurred must be reconciled at function closing.
3. The Club shall have the privilege of applying late charges if the final payment is not received when due.

## CONFIRMATION OF RESERVATION

To confirm a reservation, please fully complete the required information designated on *pages 7 & 8* of this *Banquet Policies, Deposit, and Confirmation Agreement* form; sign the acceptance; and return *page 8* of the form to the address noted below along with your check or charge card authorization form for the required deposit. All checks should be made out to **HONOLULU COUNTRY CLUB**. Your cancelled check will serve as your receipt. Mail to:

**HONOLULU COUNTRY CLUB**  
1690 Ala Puumalu Street  
Honolulu, Hawaii 96818-1599

## ACKNOWLEDGEMENT & SIGNATURE

Your signature constitutes your acknowledgement that the foregoing conditions have been read and understood, and that you agree to fully comply with all conditions.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_ Deposit Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_

## ACKNOWLEDGEMENT & SIGNATURE

Your signature constitutes your acknowledgement that the foregoing conditions have been read and understood, and that you agree to fully comply with all conditions.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_ Deposit Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_

