



**Event Name:**  
**Reservation Date and Time:**  
**Event Type:**  
**Coordinator:**  
**Phone:**  
**Estimated Number of Guests:**

| DESCRIPTION   | QTY | PRICE    | AMOUNT |
|---|-----|----------|--------|
| <b>Catered Event - Dinner Buffet</b>                                  |     | \$ 31.00 | \$ -   |
| Fee per person includes facility, tables, chairs, setup & cleanup     |     |          |        |
| 100 guests required   |     |          |        |
| <b>Requested Entrée Substitutions (additional charges may apply):</b> |     |          |        |
| <b>Additional Entrée Requests (by pan):</b>                           |     |          |        |
|   |     |          | \$ -   |
|   |     |          | \$ -   |
|   |     |          | \$ -   |
|   |     |          | \$ -   |
|   |     |          |        |
|   |     |          |        |
|   |     |          |        |
|   |     |          |        |
| <b>Corkage Fees:</b>  |     |          |        |
| Beer (per case)   |     | \$ 30.00 |        |
| Alcohol (per bottle)  |     | \$ 20.00 |        |
| Wine (per bottle)   |     | \$ 15.00 |        |
| Keg (per half barrel)   |     | \$ 50.00 |        |
|   |     |          |        |
| <b>Cash Bar setup (no charge)</b>                                     |     | \$ -     |        |

|  |  |                                  |         |
|--|--|----------------------------------|---------|
|  |  | <b>Subtotal</b>                  |         |
|  |  | TAX RATE                         | \$ 0.05 |
|  |  | <b>General Excise Tax 4.712%</b> | \$ -    |
|  |  | <b>Sales Total</b>               | \$ -    |
|  |  | GRATUITY                         | \$ 0.15 |
|  |  | <b>18% Gratuity</b>              |         |
|  |  | <b>Balance Due</b>               |         |
|  |  | <b>25% Deposit</b>               |         |
|  |  | <b>2nd DEPOSIT</b>               | \$ -    |
|  |  | <b>Final Balance Due</b>         | \$ -    |

Function deposit is due at the time of reservation or 14 days prior to event. All fees and deposits are NON-REFUNDABLE within 14 days of the function. The final balance is due on the day of the event and must be paid by Cash or Certified Check. Changes made within 14 days of event may be subject to additional fees and Royal Kunia Country Club makes no representation that changes can be accommodated.

Please make all checks payable to: **Royal Kunia Country Club**

Please make checks payable to "Royal Kunia Country Club".

Please mail deposit and a signed copy of this event contract to:

Royal Kunia Country Club  
91-1059 Anonui Street  
Waipahu, Hawaii 96797

This contract is for the specific date(s) and times as indicated above. Additional time and/or spaces may be subject to additional charges and may be arranged only by mutual agreement with Royal Kunia Country Club. The parties agree that the foregoing reservations are made and accepted subject to the following terms and conditions:

**ADDITIONAL CHARGES:** Tables and Chairs, tents, furniture and A/V equipment, floral, food and beverage, excessive cleaning, storage, signage and similar items will be subject to additional charges. "Excessive cleaning" means any cleaning that exceeds what is reasonable for an event of this size and nature, as determined by Royal Kunia Country Club.

**FOOD AND BEVERAGE:** All food and beverages not supplied and prepared by Royal Kunia Country Club is subject to a corkage fee. However, ONLY Royal Kunia Country Club staff may serve liquor, beer, and/or wine. Food and beverage arrangements and prices are based on a separate contract.

**TAX:** Sales tax, currently at 4.712%, will be added to applicable goods and services.

**GRATUITY:** A 18% gratuity will be added towards the total facility fee and food and labor cost

**GUARANTEES:** Patron's agreement to hold the event(s) set out above is a material consideration for which the Royal Kunia Country Club enters into this contract. Patron's event deposit will guarantee the reservation. The spaces reserved have capacity limits; if the number of guests changes and the room is no longer large enough or is too large, Royal Kunia Country Club will work with Patron to make alternative spaces available and to adjust the charges accordingly. However, the reservation will remain in effect and the deposit will be retained (see below) regardless of the availability of alternative spaces. It shall be Patron's responsibility to notify Royal Kunia Country Club (and the

**REQUEST FOR DEPOSIT:** A deposit is required as outlined above and must be received at the time of reservation. Royal Kunia Country Club reserves the right to request full payments for events up front. All checks should be made payable to Royal Kunia Country Club.

**PAYMENT TERMS:** 30 days prior to the event, a 25% deposit of the total balance due will be required. ALL DEPOSITS MUST BE PAID BY CHECK OR CASH ONLY. The final payment is due on the day of the event. FINAL PAYMENT MUST BE PAID IN CASH OR CREDIT CARD ONLY. Personal checks will not be accepted for final payment.

**CANCELLATION POLICY:** Cancellation of an event may be subject to loss of funds or will incur charges according to the following policy: clients who cancel within one (1) months prior to their event forfeit their function deposit and any other fees and/ or deposits that may have been paid to Royal Kunia Country Club by patron. Patron failure to pay the 25% deposit of the total balance within 3 weeks will constitute the cancellation of the event and will result in the forfeiture of the function deposit.

**THEFT AND DAMAGES:** Patron agrees to be responsible for any damage to or theft of furniture, fixtures, equipment, or other property resulting from use of the facilities by the Patron's guests, invitees, employees, or other individuals responsible to Patron during the event, including set-up. Royal Kunia Country Club will assume no financial responsibility for damaged or stolen property brought to facility by Patron, Patron's guests, or outside vendors.

**PROGRAM POLICY:** Any display materials, decorations and/or music are subject to Royal Kunia Country Club prior review and approval. Royal Kunia Country Club may withhold its approval at its discretion.

**DECORATIONS:** Must be approved by Royal Kunia country Club.

LABOR CHARGES: Patron agrees to begin the function(s) no earlier than the scheduled time and agrees to vacate at the time indicated on the contract. Patron's charges are based on the schedule shown on the contract. Patron agrees to reimburse Royal Kunia Country Club for personnel costs and other expenses incurred as a result of Patron's failure to comply with the schedule.

FLOOR PLANS AND LOGISTICS: Floor plans and logistics must be finalized by patron five days prior to the event.

AREA OF USAGE RESTRICTION: Contracting Patron, patron's guests, employees or subcontractors agrees to remain in the area designated for usage before, during and after the completion of the event. Any other areas not designated as the area of usage shall be considered **off limits**. Usage of any other areas not designated the area of usage must be pre-approved by Royal Kunia Country Club.

ASSUMPTION OF RISK: Patron acknowledges that the Royal Kunia Country Club designated special events outdoor area and the Diamond Head Room is situated atop a hillside and the nature of such area has conditions such as uneven ground, trees and plants that exist at the property. Patron should advise all patron's guests, employees and/or subcontractors that proper footwear should be worn to minimize the effects of such natural conditions. Patron acknowledges that inclement weather conditions before, during, and after the Patron's function may cause the property to be very windy, and certain areas of the property to be wet, and/or slippery. By signing this agreement and by entering onto the Royal Kunia Country Club property, Patron, on behalf of the Patron, and all of the Patron's invitees (both personal and commercial invitees), assume all risk associated with the condition of the property and the inherent hazards and risks of injury associated with use of an outdoor property in its natural condition.

INDEMNIFICATION CLAUSE: Contracting Patron hereby indemnifies and shall defend and hold harmless Royal Kunia Country Club, its board, officers and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of this agreement, including those arising out of injury to or death of Contracting Patron's guests, employees, or subcontractors, whether arising before, during or after completion of the function and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence of Contracting Patron, guests, its employees, agents or subcontractors.

I understand and will comply with the terms and conditions in this contract.

By:

\_\_\_\_\_  
Patron's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Patron's telephone

\_\_\_\_\_  
Date

By:

\_\_\_\_\_  
Kozo Yamagishi, General Manager

\_\_\_\_\_  
Carlito Medina

\_\_\_\_\_  
Restaurant Supervisor

\_\_\_\_\_  
Events Coordinator