



GENERAL RENTAL INFORMATION  
AND POLICIES



*Thank you for considering the MCB Hawaii Catering Facility as a location for your upcoming event. To confirm your reservation, please review the following information and return a signed copy of this Agreement with your deposit.*

*Should you have any questions regarding our policies, please consult our Catering Manager.*

## ELIGIBILITY

Active duty and retired military personnel and their dependents, reservists, DOD employees, contractors and community support groups are eligible patrons of the MCB Hawaii Catering Facility. These eligible users may also sponsor functions. After a banquet contract is finalized, the military sponsor must come to the Catering Office with a valid I.D. card and sign the contract.

## RESERVATIONS

Initial arrangements for a function may be made by phone or in person. Reservations are considered tentative until a deposit and a signed contract are received. Room reservations, which do not have a signed contract 15 days prior to the event, are automatically subject to cancellation.

Guests list must be submitted 96 hours (4 days) prior to function for security purposes.

Capacity: *Per fire code, the following maximum capacities have been established for the facility.*

- a. Standing - 450 person
- b. Seated - 300 (includes lanai area)

## FOOD AND BEVERAGE SERVICES

All food and beverage items may be provided by the MCB Hawaii Catering Facility as written in the contract or under ROOM RENTAL, host may bring own food except alcohol. Bar services is available upon request (2 weeks advance notice). Outside catering business are prohibited from doing business at Sunset Lanai.

## SERVICE CHARGE

A 20% service charge shall be added to all food and beverage. The service charge is utilized to cover other expenses incurred for your function such as; employee gratuity, linens, labor, decorations and other miscellaneous expenses.

## DEPOSIT AND PAYMENT

A \$100 non-refundable deposit is required to reserve function space on a definite basis. Additional deposits may be required at the discretion of MCB Hawaii Catering Office. The remaining balance is due on the day of the event unless you have established direct billing.

## CANCELLATIONS

Cancellation with less than 72 hours notice may be charged for one day's room rental for meeting space or the cost of the catered function multiplied by the number of attendees whichever is greater.

## TIME SCHEDULE

Prior approval is required for all starting and ending times. All evening functions are to conclude by 10:30 p.m. If the actual program exceeds the agreed conclusion time, every effort will be made to accommodate the change. However, this time extension shall not be considered guaranteed and patron should be aware that overtime changes may be assessed based on the current rate of pay.

## ROOM RENTAL

Sunset Lanai is available for room rent. The user is responsible for setting-up, tearing-down, and storing all furniture and equipment required for the event. Care will be taken to prevent damage to the equipment and facility. In addition, the user is responsible for the general clean up of the facility after use.

**Room Rent Daytime A** ~ \$300 plus labor

Monday thru Thursday  
8:00 am - 2:00 pm

**Room Rent Daytime B** ~ \$500 plus labor

Friday, Saturday, Sunday  
8:00 am - 2:00 pm

**Room Rent Evening A** ~ \$500 plus labor

Monday thru Thursday  
2:00 pm - 10:30 pm

A labor charge of \$15 per hour will be accessed for room rental functions (4-hour minimum). Kitchen and bar are not available for use in the room rental agreement. Contract must be signed and paid for in advance.

**Room Rent Evening B** ~ \$750 plus labor

Friday thru Sunday  
2:00 pm - 10:30 pm

**All Federal Holidays** ~ Closed

Parties that have waivers under this policy must pay double for room rent and labor

### Linen Rental:

- Banquet size - \$6 each
- Round - \$6 each
- Square - \$5 each
- Tablecloth - \$5 each





### FUNCTION ROOM

MCB Hawaii Catering reserves the right to reassign function room should your guaranteed count be significantly less than what was originally planned.

### UNFORSEEN CONTINGENCIES

MCB Hawaii Catering will not be responsible for damage or loss of any merchandise, articles, equipment or valuables left before, during and after the event. Arrangements must be made for security of exhibits, merchandise or artifacts set-up for display prior to the planned event. Patron is responsible for damage to the premises during the time premises are under patron's control or the control of any independent vendor or contractor hired by the patron. MCB Hawaii Catering will not be held liable for failure to carry out arrangements due to acts of God or nature, or other conditions that are not under the control of MCB Hawaii Catering.

### OUTDOOR FUNCTIONS

MCB Hawaii Catering reserves the right to make a final decision to move event indoors in order to expedite the set-up of any outdoor function due to weather conditions. Additional fees may incur for outdoor functions.

### PARKING

Parking is available for all functions at no charge.

### SPECIAL ARRANGEMENTS

We will be happy to assist you with any special arrangements, including decorations, flowers, audio visual equipment, technicians and music.

**I have read and understand the above information and agree to accept the policies set forth by MCB Hawaii Catering.**

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Banquet Room \_\_\_\_\_

Deposit via Credit Card \_\_\_\_\_ Exp. Date \_\_\_\_\_ Deposit Amount \_\_\_\_\_

Name embossed on card \_\_\_\_\_

