

# HALE IKENA BANQUETS & CATERING GENERAL INFORMATION

## ELIGIBILITY

- Catering facility and services are provided on a first-come, first-serve basis
- Must comply with Department of The Army Regulations, AR 215 and directives
- All events must be ID Card Holder Sponsored Events
  - If you do not have a Military Sponsor, please do let us know

## BILLING AND DEPOSITS

To secure your event date and time, clients must provide a \$300.00 non-refundable, non-transferrable deposit per room to confirm the booking. This deposit will be applied towards your contract total. Tentative bookings can be held for up to 3 business days without a deposit. In the event you need to downsize, the deposit(s) for the room(s) no longer needed will be forfeited.

- Two Weeks Prior to Event: 75% of contract total due (non-refundable)
- Three Business Days Prior to Event: 100% of contract total due (non-refundable)

## HEADCOUNT GUARANTEES

In order to facilitate the success of every function, a final guaranteed headcount is required no later than two weeks prior to the event. Once this is given, the count may not fall below this guaranteed count. If any changes occur less than 2 business days prior to event, client is obligated to pay the full contract price for additional guests plus 10% surcharge. Food quantities and preparation are based on the guaranteed headcount. Hale Ikena will not be held responsible for short comings.

Note: All buffets have a minimum requirement of 50 paying adults.

## SERVICE FEE AND GRATUITIES

A 20% service charge is added to all food and beverages and will be applied towards your contract total.

## ROOM CHARGES

Rooms are charged \$600.00 per section of the ballroom, in 4 hour increments.

EVENT TIME	TIME SLOT
DAY	1000 - 1400
NIGHT	1700 – 2100 or 1800 - 2200

\*CONFERENCE/MEETING TIMES – Please contact us for more details

Minimum guest count to book a room is 50 paying adults, per room. If there is a fluctuation in headcount, Hale Ikena reserves the right to reassign the function to another room.

Functions that meet the minimum guaranteed of 50 paying guests, per room with minimum buffet purchase will enjoy a 50% discount towards the room rental fee. This discount will be void if the guaranteed headcount for the room(s) is not reached.

ROOM	SIZE	CAPACITY	RENTAL
PIKAKE 1	21'X43'	80	\$600.00
PIKAKE 2	28.5'X43'	120	\$600.00
PIKAKE 3	28.5'X43'	120	\$600.00
MAILE		18	\$250.00

\* Room rental fees does not include food and beverage cost

\* Wi-Fi is not available at our facility

### INSTALLATION ACCESS

Visitors with a valid DoD IC Card may proceed directly to the venue after clearing gate security. Visitors who DO NOT have a valid DoD ID Card may obtain a visitor's pass by providing the following current and valid documents:

- Driver's License
- Safety Check
- Vehicle Registration
- Auto Insurance Card
- Note: Identification is required for all passengers 16 years and above (i.e. Student IDs, Learner's Permit, State ID)

Please have paperwork readily available as it requires time to process the 1-Day Guest Pass

### FOOD

AR 215-2-5-8: Clubs will not permit any member, guest, or group to bring their own food or beverage into a club for consumption on the premises. Club food may not be removed from premises.

All food items must be provided by Hale Ikena. For the safety of all our guests, food and beverages must be consumed or disposed in the facility. Any breach of contract will result in the cancellation of your event with **NO REFUND**.

- Due to current guidelines, only pre-packaged cupcakes are allowed for celebratory events (please contact us for more details)
- Private buffets are limited to only 1 ½ hours from start of serving time and may not exceed past the event end time.

### BEVERAGE SERVICE

Our policy does not allow any outside beverages, alcoholic or non-alcoholic, to be brought into the facility. All beverages must be provided by Hale Ikena. Bar service is available for \$150.00\* (Booked with your event, please inquire for more details). Patrons must be 21 years or older to purchase and or consume any alcoholic beverage. Providing alcoholic beverages to a minor will result in the termination of the event with **NO REFUND**. Please drink responsibly.

## **ENTERTAINMENT, VENDORS AND DECORATIONS**

All entertainment, vendors and decorations must be approved by the manager at least two weeks prior to the event. Please note that some vendors and decorations may not be permitted.

Per policy, clients and vendors are allowed (1) hour prior to event start time to setup and decorate, no earlier. Vendors must cleanup and breakdown their equipment prior to close of event end time. All guests must leave the facility by the scheduled event end time.

- Decorations are the responsibilities of the client
- To keep the integrity of our building, we do not allow nailing, tacking or taping of objects on the wall, ceiling, chandeliers or any other facility property
- Items that are prohibited are: confetti, glitter and food and beverage machines
- Hale Ikena reserves the right to control the volume of any entertainment that impacts concurrent functions or surrounding community to include terminating entertainment
  - Day Time Events: All music must stop by 2:00 pm
  - Night Time Events: All music must stop by 10:00 pm
- Host/Sponsor is responsible for informing all vendors of requirement to check in with management prior to the unloading and setup of equipment. We reserve the right to reassign vendor locations as necessary
- DJ smoke machines are prohibited from this facility
  - Smoke machine's trigger the club's fire alarm
  - If fire alarm is triggered, Hale Ikena will not be responsible for loss of time, event time will not be extended and event will be terminated with no refund

## **LIABILITY AND RESPONSIBILITY**

Neither, the Hale Ikena or Army is liable for any loss or damage to, merchandise, equipment, or article left in any facility prior to, during, or following any event. The host and or sponsor will be held responsible for any losses or damages to the building, equipment, house decorations or fixtures belonging to the club/base caused by the host and sponsor or guests. Damages will be billed to the host and or sponsor at market replacement cost plus labor.

Hale Ikena is not responsible for any electrical equipment that is impacted due to the loss of power as a result to vendor or guest equipment.

Host and or sponsor is responsible for the conduct and behavior of all guests. Inappropriate conduct or behavior may result in immediate removal.

All persons entering Fort Shafter must carry a Government or State ID at all times (Hale Ikena is not responsible for security/access to the post).

Executive Order 13058 protecting federal employees from exposure to tobacco, prohibits smoking within fifty feet of restaurants or bars

## **EQUIPMENT RENTAL**

Equipment available in for 4 hour increment rent includes:

- Projector: \$50.00
- Projector Screen: \$50.00
- Portable Speaker System: \$50.00

If available, a podium with microphone can be provided at no charge.