



**A Catered Experience**

# Hawaii Okinawa Center Legacy Ballroom Policy

Terms and Conditions of Agreement for a Catered Function

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## **Ballroom Address:**

Hawaii Okinawa Center  
94-587 Ukee Street  
Waipahu, HI 96797

## **Office Address:**

**A Catered Experience**  
94-1068 Ka Uka Boulevard, 2nd Floor  
Waipahu, HI 96797  
Phone: (808) 677-7744  
Fax: (808) 678-2025

**Email:** [acecs@acateredexperience.com](mailto:acecs@acateredexperience.com)

**Website:** [www.acateredexperience.com](http://www.acateredexperience.com)

***Make checks payable to:  
A Catered Experience***

## **Hall Accommodations:**

Legacy I  
Minimum 200 guests / Maximum 350 guests  
(Minimum 100 guests: Weekdays, Excluding Holidays & Eves - Mon-Fri Lunch, Mon-Thur Dinner)

Legacy II  
Minimum 125 guests / Maximum 200 guests  
(Minimum 30 guests: Weekdays, Excluding Holidays & Eves - Mon-Fri Lunch, Mon-Thur Dinner)

Legacy Ballroom  
Minimum 350 guests / Maximum 800 guests

Weekday Meeting Packages (Mon-Thur, 8am-4pm Excluding Holidays & Eves)  
Minimum 30 guests

*Exceptions to minimum counts are subject to the approval of the Catering Manager. Menu price may change.*

## **Hours of Operation:**

Lunch 10:00 AM to 2:00 PM (4-Hour Event)  
Dinner 5:00 PM to 10:00 PM, 5:30 PM to 10:30 PM,  
or 6:00 PM to 11:00 PM (5-Hour Event)

*If you request a later ending time, special arrangements **must** be made (14) days in advance of your function. An additional charge of \$250.00 per hour will be added to your billing if you wish to extend your party. If your evening function runs past the agreed end time, you will be assessed a premium overtime charge of \$500.00 per hour or any fraction thereof. **Cash payment will be required at the end of the event. Luncheons cannot be extended.***

## **Service Personnel:**

A Banquet Captain, Wait Help, and Buffet Attendant is provided for all catered events. There will be no charge to set up and clean up the ballroom.

## **Liquor & Bar Service:**

A Catered Experience does not handle liquor. Bartenders are to be hired directly by the client. Caterer can refer the client to an experienced bartender. Client is responsible to set up their own bar station by bringing in their own liquor, mixes, soft drinks, napkins, cups, swizzle sticks, condiments, etc. The bar must be kept clean and staffed at all times by an adult 21 years or older. The bar must close a half hour prior to the ending time of your party. Liquor must be delivered on the day of your event at your set-up time, no sooner. Under Hawaii State Laws, alcoholic beverages will not be served to anyone under the age of 21 years. Caterer reserves the right to terminate the service of liquor on the premises, or the event if there is consumption of liquor by minors and/or the consumption of liquor by any person deemed intoxicated. There is no corkage fee. Liquor may not be sold on the premises.

### **Menus:**

Attached are sample menus from which you may choose or if you would like to customize a menu to meet your needs, call our Catering Coordinator to assist you in planning your menu. The menu price includes the use of the hall, food, disposable eating ware and service staffing unless otherwise noted. Children's prices will apply if a minimum adult guest count is guaranteed. Outside food (hors d'oeuvres & desserts) from the client and/or vendor is allowed at an additional charge of \$1.00 per guest (plus service fee and tax). No main entrées or starches.

### **Head Count:**

Your final guest count is due 14 days prior to your function. Once the final guest count is submitted, only increases (no decreases) will be accepted with the Catering Manager's approval. However, a surcharge may be applied as a result of the additional guest count. If you fail to submit a final count, A Catered Experience will deem the final count to be the number indicated at the time your reservation was confirmed.

### **Decoration Time:**

You will be allowed to come in 1 hour prior to your guests to set up and/or decorate. A request for an earlier set up time is dependent upon prior obligations of the Banquet Room. Requests must be made 10 days in advance. An additional charge of \$125.00 per half hour will be assessed. ***No confetti (including small cutouts), glitter, fire, or rice is allowed in the Banquet Room.*** Decorations may not be nailed, taped, tacked or attached to the walls, ceiling or any part of the room. All decorations must be removed immediately following your event and must comply with all governmental laws, rules, regulations and ordinances, including but not limited to fire code regulations. ***You or any independent vendor or contractor retained by you are responsible for any damage to the Banquet Room. You will be responsible for replacement charges of any loss or damage to equipment rented from A Catered Experience.***

### **Music:**

Musical or sound making activities must end by 10:00 PM and must be in compliance with any other law, rule, regulation, or ordinance. Noise levels must be reasonable and be lowered if requested by the Caterer or special duty police officer. ***No fog or smoke machines are allowed in the banquet room.***

### **Independent Contractors/Vendors:**

The client will be held responsible if any independent contractors or vendors that they hire run past the function end time. An overtime charge of \$500.00 per hour or any fraction thereof will be assessed if this occurs. ***Independent Contractors/Vendors are subject to A Catered Experience approval. No confetti (including small cutouts), glitter, fire, or rice is allowed in the Banquet Room. For bouncers, rides, etc., please check with A Catered Experience for an approved vendor list.***

### **Security:**

For security reasons, a special duty uniformed security officer is required for the period of your function. A Catered Experience will schedule the security officer and charges will be added to your bill.

### **Garden:**

The Garden is available to the client at no charge when the room is booked and the event is catered. Client must request the use of the garden with the caterer. A Garden Wedding Ceremony package is available at an additional cost.

### **Parking:**

Adequate guest parking is available at the Hawaii Okinawa Center.

### **Guests and Conduct:**

- 1) A Catered Experience requires one adult (in supervisory capacity) be in attendance for every fifteen guests under the age of seventeen years old at the event. For parties with teens, parents must be in attendance.
- 2) Smoking (regular or electronic cigarettes) is not permitted within any of the buildings at the Hawaii Okinawa Center; ***must be 20 feet away from any entrances or exits by law.***
- 3) No one is allowed in the Gardens except upon designated walkways without prior approval of A Catered Experience.
- 4) In no event will children be allowed in the Gardens or other public areas without adult supervision.
- 5) A Catered Experience reserves the right to terminate any event if the event is not properly chaperoned and/or conduct of the guests attending the event presents a threat to the health and safety of individuals or could damage the Hawaii Okinawa Center or A Catered Experience's property.
- 6) No pets allowed.

### **Cancellations:**

***The \$500.00 booking deposit is non-refundable and non-transferable.*** If client wishes to cancel the event, a request in writing stating your desire to cancel your scheduled event will be required. If such a request is made six months or more prior to client's event date, a 50% refund of client's additional payments will be provided. Cancellations made less than six months prior to scheduled event date will receive a partial refund based on the Caterer's ability to resell the room.

### **Deposits and Payments:**

1) A non-refundable and non-transferable date block deposit of \$500.00 and a completed and signed Banquet Room Policy agreement is required to reserve a date for the Banquet Room. This date block deposit will be applied as credit to your account.

2) The menu must be confirmed two months after the Banquet Room is reserved or twelve weeks before the event, whichever is earlier. At this time, a 50% percent deposit of the estimated total cost is required.

3) Your final guest count is due 14 days prior to your function. Your guest count may not be decreased from this point on. If a guest count is not received from you 14 days prior to the event, A Catered Experience will use the guest count indicated at the time of the confirmation of the menu. Your final payment is due 10 days prior to your function. ***A separate check in the amount of \$250.00 for "Security Deposit" will be due at this time. This check will be mailed back to you after final inspection is done of the ballroom after your event.***

4) In the event you fail to pay the balance due, the amount owed will be charged interest at the rate of 1% per month (12% per annum). You will also be responsible for any collection costs and attorneys' fees.

5) There will be a \$30.00 charge for any check that is returned due to insufficient funds and no personal check will be accepted. Payments must be made by cash, money order, or cashier's check thereafter.

6) We accept the following forms of payment: Cash, Check, Cashier's Check, Money Order, Visa, Master Card, and American Express and Discover.

7) ***Failure to pay in full may result in cancellation of the function.***

### **Service Fee and G.E. Tax:**

A 17.5% service fee and general excise tax (4.712%) will be added to your total bill (service fee and state tax will be excluded from the Security Deposit). 80% of the service charge we apply is distributed directly to our employees as tip income and the remaining 20% is used to pay for costs or

expenses other than employee wages or tips.

### **Release and Indemnity Agreement**

A Catered Experience does not have a license to sell and dispense liquor at the Hawaii Okinawa Center Legacy Ballroom. All liquor and bar personnel must be supplied by you. You are solely responsible to control the service and dispensing of liquor. Accordingly, you fully and completely release FCH Enterprises Inc. d.b.a. A Catered Experience and all of its related companies, owners, directors, officers, agents, employees, sureties, insurers, indemnities, successors and assigns, from and against any and all claims arising out of, or connected with, either directly or indirectly, to the service liquor.

### **Indemnity and Exculpation:**

1) Exculpation of A Catered Experience – A Catered Experience and the Hawaii Okinawa Center shall not be liable to the Client for any damage to the User or User's property of User's guest(s) from any cause. The User waives all claims against FCH Enterprises Inc. (d.b.a. A Catered Experience) and the Hawaii Okinawa Center for damage to person or property arising for any reason.

2) Indemnity – The User shall defend and hold A Catered Experience and the Hawaii Okinawa Center harmless from all damages arising out of any damage to any person or property occurring in, on, or about the premises and the building and the property in which the premises are located. This indemnification shall, among other things include indemnification against any and all actions, proceedings, attorney's fees and costs, demands and any damages. The User hereby agrees to assume full and all responsibilities and liabilities for any damages, destruction and/or losses incurred by A Catered Experience during or as a result of the User's engagement and usage of the Hawaii Okinawa Center banquet facility. The User also agrees that A Catered Experience may assess charges to User for any damage, destruction or loss to the Hawaii Okinawa property as a result of User's usage of Hawaii Okinawa's facilities.

# Hawaii Okinawa Center Legacy Ballroom

*For a Catered Function - Banquet Information*

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Date of Event

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Time of Event

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Type of Function

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Approximate Guest Count

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Client/Business/Organization Name (Please print clearly)

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Contact Person(s)

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Home/Business Address (Include City and Zip Code)

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Home Number

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Business Number

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Cellular Phone Number

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Email Address

The above information and signature below must be completed otherwise the Policy Agreement is voided.

I have read and understand the Hawaii Okinawa Center Legacy Ballroom Policy Agreement and agree to adhere to all policies and procedures.

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Client's Signature

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Date



# Hawaii Okinawa Center Legacy Ballroom Fixed Lunch Menus

Choose from a variety of hot and cold local Hawaiian, Asian Pacific and American delicacies, presented to your guest on a floral garnished buffet with polished chafing dishes, and professionally serviced by attendants.

## Lunch Menu 1

Sautéed Fish  
*(with choice of Lemon Caper Sauce, Tartar Sauce or Wasabi Caper Sauce)*

Teriyaki Beef

Fried Chicken Thighs

Steamed White Rice

Assorted Sushi  
*(Maki, Teppo Maki, Inari)*

Chinese Chicken Salad with Crispy Won Ton Topping & Oriental Dressing

Potato Macaroni Salad

Fresh Fruit Salad

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch & Iced Water

**\$19.50**

*plus 17.5% service fee & 4.712% tax*

## Lunch Menu 2

Boneless Kalbi

Chinatown Fish

Mochiko Chicken

Steamed White Rice

Assorted Sushi  
*(Maki, Teppo Maki, Inari)*

Chinese Chicken Salad with Crispy Won Ton Topping & Oriental Dressing

Fresh Fruit Salad

Somen Salad with Somen Salad Dressing

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch & Iced Water

**\$20.50**

*plus 17.5% service fee & 4.712% tax*

## Lunch Menu 3

Mini Lau Lau

Kalua Pig

Boneless BBQ Teriyaki Chicken

Chicken Long Rice

Lomi Salmon

Macaroni Salad

Steamed White Rice

Fresh Pineapple

Haupia Squares

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch & Iced Water

**\$20.50** *(Add \$1.00 for Poi)*

*plus 17.5% service fee & 4.712% tax*

## Top Sirloin Lunch Menu

Top Sirloin with Au Jus & Horseradish

Sautéed Fish  
*(with choice of Lemon Caper Sauce, Tartar Sauce or Wasabi Caper Sauce)*

Boneless BBQ Teriyaki Chicken

Steamed White Rice

Assorted Sushi *(Maki, Teppo Maki, Inari)*

Tossed Salad with choice of two dressings

Fresh Fruit Salad

Somen Salad with Somen Salad Dressing

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch & Iced Water

**\$21.95**

*plus 17.5% service fee & 4.712% tax*

## Prime Rib Lunch Menu

Prime Rib with Au Jus & Horseradish

Choice of Fish

Choice of Chicken

Steamed White Rice

Assorted Sushi *(Maki, Teppo Maki, Inari)*

Tossed Salad with choice of two dressings

Fresh Fruit Salad

Somen Salad with Somen Salad Dressing

Assorted Cakes & Pies

Coffee, Hot Tea, Fruit Punch & Iced Water

**\$25.95**

*plus 17.5% service fee & 4.712% tax*



**A Catered Experience**

*Prices and menus subject to change at any time. Chinaware package available at an additional charge plus service fee & tax.*

**Rev. 03.17.17**

# Hawaii Okinawa Center Legacy Ballroom

## Create Your Unique Lunch Special

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### HOT ENTRÉES

**Choice of 3** (\$1.75 Per Guest for Each Additional Entrée)

Beef Broccoli	Boneless Herb Roasted Chicken with Lemon Thyme Sauce
Roast Beef with Fresh Mushrooms & Gravy	Chicken Katsu with Katsu Sauce
Teriyaki Beef	Fried Chicken Thighs
Pork Adobo	Mochiko Chicken
Roast Pork with Fresh Mushrooms & Gravy	Shoyu Chicken
Sweet & Sour Spareribs	Baked Fish
Teriyaki Roast Pork	Sautéed Fish
Boneless BBQ Teriyaki Chicken	(with choice of Lemon Caper Sauce, Tartar Sauce or Wasabi Caper Sauce)

### STARCHES

**Choice of 2**

Assorted Sushi (Maki, Teppo Maki, Inari)	Mashed Potatoes
Fried Noodles	Pancit
Herb Roasted Red Potatoes	Yakisoba
Steamed White Rice	

### SALADS

**Choice of 3**

Fresh Fruit Salad	Kim Chee
Assorted Fresh Crudités with Ranch Dip	Potato Macaroni Salad
Caesar Salad with Croutons, Parmesan Cheese & Caesar Salad Dressing	Somen Salad with Somen Salad Dressing
Chinese Chicken Salad with Won Ton Topping & Oriental Dressing	Tossed Salad with choice of two dressings

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch & Iced Water

**Price Per Guest - \$20.50**

*plus 17.5% service fee & 4.712% tax*



**A Catered Experience**

*Prices and menus subject to change at any time. Chinaware package available at an additional charge plus service fee & tax.*

**Rev. 03.17.17**



# Hawaii Okinawa Center Legacy Ballroom Fixed Dinner Menus

Choose from a variety of hot and cold local Hawaiian, Asian Pacific and American delicacies, presented to your guest on a floral garnished buffet with polished chafing dishes, and professionally serviced by attendants.

## Dinner Menu 1

Roast Pork  
with Fresh Mushrooms & Gravy

Boneless BBQ Teriyaki Chicken

Sautéed Fish  
(with choice of Lemon Caper Sauce,  
Tartar Sauce or Wasabi Caper Sauce)

Steamed White Rice

Assorted Sushi  
(Maki, Teppo Maki, Inari)

Tossed Salad with choice of two dressings

Potato Macaroni Salad

Fresh Fruit Salad

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch  
& Iced Water

**Price Per Guest - \$23.50**

plus 17.5% service fee & 4.712% tax

## Dinner Menu 2

Mochiko Chicken

Roast Beef  
with Fresh Mushrooms & Gravy

Macadamia Nut Crusted Fish  
with Ginger Butter Sauce

Shoyu Pork

Fried Noodles

Steamed White Rice

Potato Macaroni Salad

Chinese Chicken Salad with  
Crispy Won Ton Topping &  
Oriental Dressing

Fresh Fruit Salad

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch  
& Iced Water

**Price Per Guest - \$25.95**

plus 17.5% service fee & 4.712% tax

## Dinner Menu 3

Mini Lau Lau

Kalua Pig

Teriyaki Beef

Chicken Long Rice

Lomi Salmon

Poi

Macaroni Salad

Steamed White Rice

Sweet Potato

Fresh Pineapple

Haupia Squares

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch  
& Iced Water

**Price Per Guest - \$27.50**

plus 17.5% service fee & 4.712% tax

## Top Sirloin Dinner Menu

Top Sirloin with Au Jus & Horseradish

Sautéed Fish  
(with choice of Lemon Caper Sauce, Tartar Sauce or  
Wasabi Caper Sauce)

Boneless BBQ Teriyaki Chicken

Fried Noodles

Steamed White Rice

Assorted Sushi (Maki, Teppo Maki, Inari)

Potato Macaroni Salad

Tossed Salad with choice of two dressings

Fresh Fruit Salad

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch & Iced Water

**Price Per Guest - \$27.95**

plus 17.5% service fee & 4.712% tax

## Prime Rib Dinner Menu

Prime Rib with Au Jus & Horseradish

Choice of Fish

Choice of Chicken

Choice of Fried Noodles, Pancit or Yakisoba

Steamed White Rice

Assorted Sushi (Maki, Teppo Maki, Inari)

Chinese Chicken Salad with Crispy Won Ton Topping  
& Oriental Dressing

Fresh Fruit Salad

Potato Macaroni Salad

Assorted Cakes & Pies

Coffee, Hot Tea, Fruit Punch & Iced Water

**Price Per Guest - \$33.95**

plus 17.5% service fee & 4.712% tax



A Catered Experience

Prices and menus subject to change at any time. Chinaware package available at an additional charge plus service fee & tax.

Rev. 03.17.17

# Hawaii Okinawa Center Legacy Ballroom

## Create Your Unique Dinner Special

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### HOT ENTRÉES

**Choice of 3** (\$2.25 Per Guest for Each Additional Entrée)

Beef Broccoli	Boneless BBQ Teriyaki Chicken
Boneless Kalbi	Boneless Herb Roasted Chicken with Lemon Thyme Sauce
Meat Jun with Meat Jun Sauce	Boneless Hot Ginger Chicken
Roast Beef with Fresh Mushrooms & Gravy	Chicken Katsu with Katsu Sauce
Teriyaki Beef	Fried Chicken Thighs
Baked Ham with Pineapple Raisin Sauce	Mochiko Chicken
Pork Adobo	Baked Fish
Roast Pork with Fresh Mushrooms & Gravy	Chinatown Fish
Shoyu Pork	Macadamia Nut Crusted Fish with Ginger Butter Sauce
Sweet & Sour Spareribs	Sautéed Fish
Teriyaki Roast Pork	<i>(with choice of Lemon Caper Sauce, Tartar Sauce or Wasabi Caper Sauce)</i>

### STARCHES

**Choice of 2**

Assorted Sushi (Maki, Teppo Maki, Inari)	Mashed Potatoes
Fried Noodles	Pancit
Garlic Pasta	Steamed White Rice
Herb Roasted Red Potatoes	Yakisoba

### SALADS

**Choice of 3**

Fresh Fruit Salad	Namul
Assorted Fresh Crudités with Ranch Dip	Pasta Salad with Vegetables
Caesar Salad with Croutons, Parmesan Cheese & Caesar Salad Dressing	Potato Macaroni Salad
Chinese Chicken Salad with Crispy Won Ton Topping & Oriental Dressing	Somen Salad with Somen Salad Dressing
Kim Chee	Tossed Salad with choice of two dressings

Dessert Sheet Cake

Coffee, Hot Tea, Fruit Punch & Iced Water

**Price per Guest - \$25.95**

*plus 17.5% service fee & 4.712% tax*



**A Catered Experience**

*Prices and menus subject to change at any time. Chinaware package available at an additional charge plus service fee & tax.*

**Rev. 03.17.17**



# Addendum

## Children's Pricing

The following are the numbers of adults required to qualify for children's prices. Children are considered ages 3-7 and infants are considered 2 years old and under. The Child's Price is ½ of the price of the adult meal. The first 10 infants are no charge and after that, every 3 infants are considered one child.

<b>Legacy Ballroom</b>				
Friday Dinner	Saturday Lunch	Saturday Dinner	Sunday Lunch	Sunday Dinner
300	350	350	350	300
.....				
<b>Legacy I</b>				
Friday Dinner	Saturday Lunch	Saturday Dinner	Sunday Lunch	Sunday Dinner
200	200	200	200	200
.....				
<b>Legacy II</b>				
Friday Dinner	Saturday Lunch	Saturday Dinner	Sunday Lunch	Sunday Dinner
100	100	120	100	100

## Chinaware Package

\$4.25 per Person (Plus Service Fee, Plus Tax)

Includes: Plates, Glass Goblets for Water, Coffee Cups, Silverware, and White Linen Napkins

## Garden Wedding Ceremony Package

\$175.00 (Plus Service Fee & Tax) Includes: Archway, 2 Columns, 24 Chairs, and a Disposable Aisle Runner

(Based on having the wedding reception at the Hawaii Okinawa Center)

## Preliminary Layout of the Ballroom Available Upon Request

As a guide, each 8' long table or 6' round table seats 10 guests. The maximum\* number of round tables that can be accommodated in Legacy I is 34, Legacy II is 17, and Legacy Ballroom is 54. \* Restrictions may apply; any activity/vendor space needed will decrease the maximum number of tables.

### Included with Menu Price\*\*

Skirted Buffet Presentation  
Skirted Beverage/Dessert Presentation  
Skirted Reception Table  
Disposable Plates, Napkins, Eating Utensils, and Cups  
Banquet Captain, Wait Staff, and Buffet Attendants  
White Linen Tablecloths for Guest Tables  
Set Up and Breakdown  
Use of Hall

\*\* Prices and menus subject to change at any time

