



General Information

Bar Set-Up Fee

For a "private" hosted/cash bar, a bartender fee of \$125 will be applied. However, if the bar revenue exceeds \$500, the bar set-up fee charge will be waived.

Cancellations

Banquet / meeting rooms can be tentatively hold for five (5) business days. If no deposit is made at the end of the 5th day, the rooms on hold will be released for re-sale. Room rental deposits will not be refunded after the confirmation of the event. For banquets of 21+ guests, there will be a cancellation fee of 30% of the projected total food charges if cancelled within 7 days of the event. There will be a cancellation fee of 100% of the projected total food charges if cancelled within 3 days of the event.

Deposits

A non-refundable deposit equal to the room rental and valid credit card number is required for confirmation of the event. Banquet rooms not secured by a deposit or a credit card number will be subject to release and resale. For parties under 49 guests, balance may be paid upon conclusion of the function, unless direct billing has been established. Parties of 50 or more guests will require an advanced deposit of 30% of the total projected food charges. All menus for banquet functions are due no later than 2 weeks prior to the event.

Parking

Hotel has limited valet parking available only for hotel guests and restaurant patrons. Metered parking available across the street and near Kapiolani Park.

Prices

Menu price quotes are subject to change without notice.

Service & Tax Charge

All food and beverage prices are subject to a 17% service charge and a 4.712% Hawaii State Sales Tax. State tax will also be assessed to room rental, audio/visual equipment and miscellaneous charges.

I have read the Facility Guide, Banquet Menu, and General Information sections, understands the conditions of the policies and agree to comply with the New Otani Kaimana Beach Hotel's guidelines.

Name: _____

Event Date: _____

Function Name: _____

Banquet room(s) reserved: _____

Time reserved: _____

Type of service: _____

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