



# PRIVATE EVENT POLICIES

**TERMS & CONDITIONS** - A signed contract and 50% deposit of your menu details are required to hold space for your event on a definite basis. Final payment is due and must be paid in full on the date of the function, as well as any additional charges incurred on the day of the event.

**CONFIRMED GUEST COUNT** - Must be received 20 days prior to the event. The final cost is based on the confirmed number of guests attending the event or the actual number of guests in attendance, whichever is greater.

**CANCELATION POLICY** - Deposits are non-refundable if event is canceled within 45 days of event. If the event is cancelled within three days of the event, the client will be charged the full amount of the event based on the Confirmed Guest Count. \$500 of the original deposit is a nonrefundable booking fee to block out the date and space.

**SERVICE & TAX** - 4.7125% Hawaii State Tax and 18% Service fee of entire subtotal will be included in the Proposal. Full gratuity amount is distributed to day-of banquet staff.

**FOOD & BEVERAGE** - All food, beverage, and alcohol must be purchased exclusively from Tiki's. Exceptions made for outside Wine/Champagne (\$25 corkage fee per each opened bottle of standard 750ml size), and outside Cake/Desserts (\$2 per person fee).

**BOOKING POLICY** - The prices quoted are subject to change. If there are any changes in menu selection or pricing, Tiki's will contact you in advance of your function. Tiki's needs to have all menu selections, room set-up and all details, no later than 20 days prior to your function. Changes made after this date may be subject to additional charges. Tiki's or Aston Hotels reserves the right to relocate the function should the guaranteed count be significantly different than the tentative count

**EXCUSED NON-PERFORMANCE** - Tiki's shall be excused from performing any obligations under this agreement for so long as such performance is prevented, delayed, or hindered by an act of God, fire, rain, flood or explosion, strikes, labor disputes, inability to procure labor, equipment, materials or supplies, or other causes beyond Tiki's control. Tiki's may also terminate this agreement and cancel the event prior to the confirmation date without liability of any nature upon return of client's deposit. Tiki's shall further have the right to cancel this agreement in the event client fails to comply with the terms of this agreement, including delivery of deposits and observation of all rules and regulations.

**INDEMNIFICATION** - Client agrees to protect, indemnify, defend and hold harmless Tiki's and its respective employees and agents to any damage done to Tiki's and its premises during any time the premises are under the control of client or client's agents, invitees, employees, or independent contractors employed by or on behalf of the clients, and against all claims arising out of or connected with including, but not limited to, the installation, removal, maintenance, occupancy, or use of Tiki's or Twin Fin Hotel premises, or part thereof, by client or any guest, invitee or agent of client or any independent contractor hired by or on behalf of client, except those claims arising out of the sole negligence or willful misconduct of Tiki's.



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**DECOR** - Standard linen fee of White Tablecloth & Red Linen Napkin of \$2 per person.

a. Other than items that are added to the Tiki's Proposal, Tiki's is generally not responsible for the set-up of any decor such as centerpieces, wedding cake assembly, and not responsible for removing and discarding of any decor brought in by the clients or outside vendors.

b. Delivery of decor items to be set-up by professional vendors or clients are accepted up to 1 day prior to event date with proper notification to Tiki's Events; no mailed/shipped deliveries are accepted.

c. Tiki's Events must confirm and approve all decor brought in by the client and professional vendors. Due to proximity to the ocean and outdoor settings, loose glitter, confetti, plastic flower petals, rice, and/or any lightweight items that may blow away and cause pollution are prohibited. Other restrictions include but are not limited to nailing, stapling, and taping items to the walls. Large open flames are prohibited.

Venue capacity is subject to change dependent upon preferred layout and add-ons.

**SET-UP & CLEAN-UP** - Professional vendors may begin set-up 1 hour prior to party start time; clients and guests may set-up 30 minutes prior to party start time.

**VENDORS** - Any outside vendors must be confirmed and approved by the venue beforehand. Tiki's can offer a list of recommended professional vendors including photographers, photobooths, and coordinators.

a. As per the hotel's noise policies, there are no outside DJs allowed.



# PRIVATE EVENT FAQs

**What if I don't know right now how many people will be attending?**

Let us know your best current estimate so that we can guide you on your best venue option. You have 20 days before your event date to give us your final guaranteed count.

**What happens if there is rain or inclement weather?**

We monitor the forecast throughout the day; if you have an outdoor venue, we will reach out to you if we need to move your party indoors for your safety and comfort.

**Are your buffet menus "all-you-can-eat" or "unlimited"?**

All of our private buffets and buffet pupus are priced and portioned per person.

**What if my guests have special dietary requests?**

We take allergies very seriously and are happy to accommodate dietary restrictions. Please let us know in advance of any specific issues so our chefs have time to prepare.

**How long can I hold my date of inquiry?**

Once we start the booking process and send you a contract Proposal, you have 20 days to Approve your Proposal (e-signature) and pay your deposit to hold the space. After 20 days, we reserve the right to release your tentative hold and re-open the date to other parties.

**Where do I park?**

Tiki's is located in the Twin Fin Hotel. Limited valet parking is offered on property, and Tiki's validates for 3 hours free; valet parking is \$8/hour thereafter.

**What are my options for hotel accommodations?**

Tiki's is on the property of the Twin Fin Hotel but not affiliated. Please contact the hotel directly for information.

**Looks great! How do I get started?**

To book your party, please contact your Event Coordinators, Jenni Liu & Jennifer Berndt, at [Events@tikisgrill.com](mailto:Events@tikisgrill.com) · 808-923-8454

Mahalo nui! We look forward to working with you!