



GENERAL INFORMATION FOR ALL PARTIES

Thank you for your interest in having your special event at Chun Wah Kam Noodle Factory at Kapolei. We hope that the information here will answer all your questions and provide you with great insight to what we offer here at CWK.

RESERVATION AND HEAD COUNT

- ❖ To reserve a date and time for your event, you must sign an Event Contract and pay the deposit.
- ❖ To ensure proper staffing and food preparation, your Final Guest Count and menu choice are due 5 days prior to your event. A minimum of 25 guests (not including children 7 years old or younger) is required.
- ❖ If we do not receive a Final Guest Count with a minimum of 25 guests (not including children 7 years old or younger) 5 days prior to your event, the tentative count in your Event Contract will be considered as the Final Guest Count and you will be charged accordingly. The Final Guest Count is not subject to reduction.
- ❖ Children 7 years old or younger are charged at a reduced price.

DEPOSIT

- ❖ A deposit of ½ of the estimated cost of the event and credit card information are required at the time you sign the Event Contract.

REFUND POLICY

- ❖ If a written cancellation of the event is received at least 1 month prior to the event, a full refund of the deposit will be given; if written cancellation of the event is received less than a month but at least 2 weeks prior to the event, a 50% refund of the deposit will be given. No refund of the deposit will be given if a written cancellation of the event is received less than 2 weeks prior to the event.

PAYMENT

- ❖ Final Payment—based on the Final Guest Count and the menu chosen—is due 5 days prior to the event in the form of cash or credit card. No personal or traveler's checks are accepted. Business checks are accepted only with pre-approval of a Manager.

FUNCTION SET-UP

- ❖ You are welcome to bring table decorations (centerpieces, favors, table covers, etc.) and balloons (as long as they are tied down). **However, decorations, displays, exhibits, posters, banners, etc. may not be taped, tacked, stapled or otherwise affixed to the tables, chairs, walls, floors, ceilings or fixtures of the restaurant.**
- ❖ All decoration set-up and removal are the sole responsibility of the host; CWK staff is not available to assist with decorations. All decorations must be removed by you no later than the end of the contracted time for the event.



FOOD AND BEVERAGE SERVICE

- ❖ Food will be served in chafing dishes and beverages in pitchers/drink dispensers buffet style for guests to serve themselves.
- ❖ Food is provided in quantities based on the final guaranteed guest count; it is not an “all you can eat” menu. Any leftover food will be packed in containers CWK will provide (not individual plates or boxes) for you to take home.

OUTSIDE FOOD AND BEVERAGE

- ❖ CWK does not charge a fee for room rental, but all food and beverage items must be purchased from CWK.
- ❖ NO food and beverage, alcoholic or otherwise, may be brought into CWK. The only exception is a special purpose cake.
- ❖ A fee of \$150 per item is charged for any outside food or beverage brought into CWK.

ENTERTAINMENT

- ❖ Any entertainers (clowns, DJs, musicians, magicians, balloonists, etc.) must be pre-approved by a Manager. Likewise, any sound systems, projectors, etc. must be pre-approved by a Manager.

EVENTS AFTER HOURS

- ❖ Events may be hosted between the hours of 9 a.m. and 3 p.m.
- ❖ If pre-approved by a Manager, an event may continue after 3 p.m. up to 5 p.m. for a charge of \$100.00 per hour or portion thereof.
- ❖ Any event extending more than 15 minutes beyond the contracted time will also result in a charge of \$100.00 per hour or portion thereof.

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