



## General Information

1. Morning functions may begin at 8:00 am. Rooms used for morning and/or lunch functions must be cleared by 2:30 pm. Evening functions may begin at 4:00 pm. Closing time is at 11:00 pm. Decorating times can be scheduled with your catering salesperson.
2. To confirm reservations, a deposit of \$500.00 is required within 10 days of booking. This will be applied as credit to the account. All deposits are non-refundable once submitted. No refunds will be given should you cancel your function after we receive your deposit.
3. The prices listed are subject to change without notice. Your catering salesperson will inform you of the current prices at the time your menu is confirmed.
4. The guaranteed number of guests is due one week prior to the function date. Decreases will not be accepted once the guaranteed number has been turned in. Additions can be accepted up to 72 hours before the function date. If no final count is received by this deadline, your tentative count will become your final guaranteed count.
5. Full payment based on the Guaranteed Count is due seventy-two (72) hours prior to the function date. In the event patron(s) cancels the function less than 72 hours prior to the function date, no refund of the full payment shall be given. In the event that a balance is due, it must be paid, in full, at the conclusion of the function.
6. A state tax of 4.712% plus a (taxable) service charge of 20% will be included in the bill.
7. Buffet lines will remain open for a maximum of 1-1/2 hours. Your party may enjoy as much as they wish during that time. No leftover food, however, may be taken out.
8. A minimum of 75 paying guests is required for a private banquet room. Should client not meet the minimum, a guaranteed count of 50 paying guests plus a room fee of \$200 will be assessed.
9. Banquet parking for guests is available at the Keeaumoku Square Parking structure on the corner of Keeaumoku and Kanunu Streets. A flat rate per car will be charged with validation for the duration of the event. *(Based upon availability)*
10. You are welcome to have entertainment at your function. Entertainers must bring all their equipment. We will not be able to provide any for them.
11. All menus and room arrangements should be finalized at least one month prior to your function date.
12. Pagoda will not be responsible for damages or loss of any items brought into the banquet rooms and left unattended or overnight.

*All menu prices including Alcoholic Beverages are subject to a Twenty percent (20%) Service Charge & Applicable Taxes. The entire Service Charge is distributed to Pagoda employees as follows: (1) Eighty-two percent (82%) of the Service Charge is distributed to Pagoda's service employees; and (2) Eighteen percent (18%) of the Service Charge is distributed to Pagoda's managerial employees involved in providing the banquet service. Menu items are subject to change. Consuming raw or undercooked meaty, pork, fish, shellfish poultry, or eggs may increase the risk of foodborne illness. Restrictions may apply.*

*Revised 5/18*