



EVENT CONTRACT

We are delighted that you have chosen CHUN WAH KAM NOODLE FACTORY, Kapolei ("CWK") for your upcoming event. Please review the following information carefully; it sets forth the terms of our agreement.

MENU SELECTION: Menu selections must be finalized five (5) days prior to the event. Until this Agreement is signed and returned to CWK, the prices and menu selections are subject to change.

NO OUTSIDE FOOD AND BEVERAGES: All food and beverages must be purchased from CWK. Absolutely NO outside food and beverages may be brought into CWK. Exceptions may be made for special occasion cakes and the like if approved in writing by a manager. AT NO TIME IS ALCOHOL PERMITTED IN THE DINING ROOM AND/OR AROUND THE RESTAURANT INCLUDING THE OUTSIDE PREMISES. INITIAL _____

ATTENDANCE GUARANTEE: A minimum guaranty of 25 guests is required. A **tentative** guest count is required at the time the event is booked. CWK must be notified in writing of the **final** guest count no later than 5 days prior to the event. The final guest count will be considered the **final** guarantee for which you will be charged even if fewer guests attend the event. If the actual attendance is more than the final guarantee count, you will be charged for the additional guests. If CWK does not receive your final guarantee count by 5 days before the event, the tentative guest count becomes the final guarantee count. CWK will provide room set-up, food and beverages, and plates and cups etc. based on the final guaranteed count.

DEPOSIT/FINAL PAYMENT: A deposit is required at the time this Agreement is signed. The amount of the deposit is shown below. The deposit will be applied towards the final payment. The balance of the final payment, based on the guaranteed guest count and the final menu selection, is due 5 days prior to the event. If the final payment is not received at least 5 days prior to the event, the event will be cancelled. All additional charges (e.g. for additional guests beyond the guaranteed final count, damages charges, etc.) will be due at the end of the event. **Note: The deposit is non-refundable; however, if the event must be cancelled and if a written cancellation of the event is received at least 5 days prior to the event, a refund may be given. No refund of the deposit will be given if a written cancellation of the event is received less than 5 days prior to the event.**

TAX: All charges are subject to the general excise tax and the county surcharge (4.712%).

PAYMENT METHOD: Event charges may be paid by cash or with any major credit card. Business checks must be pre-approved by a manager. Sorry, no personal checks or travelers checks are accepted.

EVENT HOURS: Lunch events may be hosted from 10 a.m. until 2 p.m. Dinner events may be hosted from 4 p.m. to 7 p.m. All decorations must be removed and guests departed by the end of the contracted time. Any events occurring OUTSIDE of regular hours will be charged \$100.00/hr.

DAMAGES: You are responsible for damages to the restaurant, including without limitation, to the tables, chairs, dishes, silverware, windows, flooring and walls, caused by you, your guests or contractors or arising out of the event. CWK will not be responsible for any lost or stolen property or damages to any person or property in and/or around the restaurant.

DECORATIONS/OUTSIDE ENTERTAINMENT: Should you choose to have decorations or entertainment, CWK will not assume any liability for those arrangements. We ask that no decorations, displays, exhibits, posters, banners, etc. be taped, tacked or otherwise affixed to the walls, floors, ceilings or fixtures of the restaurant. All decorations must be removed by you at the close of the event. Any outside entertainment will be under your supervision and you will be responsible for any damages/misconduct of the entertainers.

SPECIAL REQUESTS: Any special requests must be pre-approved BEFORE the event takes place and Management is to have FULL knowledge of. Any requests not approved, CWK will not be liable for. Initial_____

WALK-THRU: Any special set-up requests will require a walk-thru with the Event Manager to finalize all details of the set-up. All special requests are to be documented on the FINAL DETAILS page and anything that is not, CWK will not be required to provide. Initial_____

IMPORTANT DATES/INFORMATION:

- Date of Booking of the Event: _____, 20__ Initial_____
- Tentative Guest Count (25 minimum): _____ Initial_____
- Deposit Amount: \$ _____ Initial_____
- Date the Final Guest Count, Menu Selection, and Balance of the Final Payment are Due: _____, 20__ Initial_____

ACKNOWLEDGEMENT: By signing below, you agree you have received, read, and accepted the terms and conditions set forth in this Agreement.

Signature of Host

Date of Signature

Address

Phone No.

Name of Event

Date of Event

Chun Wah Kam Noodle Factory, Inc.
By: _____
Its Manager

Date: _____