



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.

GUARANTEES

- ❖ To ensure proper staffing and food preparation, your Final Count is due 5 days prior to your event.
- ❖ If we do not receive a Final Count with a minimum of 25 at this time, the initial count will be considered as the guarantee and charged accordingly. The guarantee is not subject to reduction.

DEPOSIT

- ❖ A deposit is required at the time you book your date/time of the event. All deposits are NON-REFUNDABLE. If there is no deposit is made, your reservation will be subject to a cancellation WITHOUT notice.
- ❖ For parties up to 70 people, the deposit amount is \$200.
- ❖ For parties up to 100 people, the deposit amount is \$300.
- ❖ For the entire dining room (160 people max), the deposit amount is \$500.

PAYMENT

- ❖ Final Payment of the total charges-including, but not limited to minimum food guarantee with sales tax-is due 5 days prior to the event in the form of cash or credit card. No personal checks are accepted.

FUNCTION SET-UP

- ❖ All events are set-up to be as intimate as possible. We arrange the tables cafeteria-style, setting them up in long rows, side by side.
- ❖ Guests are welcomed to bring table decorations (centerpieces, favors, table covers, etc.) and balloons (as long as they are tied down). However, we ask that you do not tape, staple or affix anything to the walls, windows and other surfaces in the dining area.
- ❖ Decorations are the responsibility of the guest and may be put up 1 hour prior to the start of the event and must be removed at the end of the event.



OUTSIDE FOOD AND BEVERAGE

- ❖ All food and beverage items shall be ordered from CWK.
- ❖ NO food and beverage, alcoholic or otherwise, shall be brought into the dining room by the customer, their guests, or any independent contractors hired by the Host without special permission of CWK obtained in advance.
- ❖ If outside food and beverage is brought into CWK, CWK reserves the right to retain the food or beverage until the end of the event.

FOOD AND BEVERAGE FROM CWK

- ❖ Food will be served in chafing dishes to keep them warm.
- ❖ Beverages will be served in pitchers.
- ❖ Food and beverages will be set-up buffet-style to allow convenience for the guests to serve themselves at the event.

SECURITY

- ❖ CWK does not assume responsibility for damage, or loss of property, on articles brought onto the premises.

CANCELLATION/REFUND POLICY

- ❖ A cancellation request must be received in order to cancel your event.
- ❖ A fee will be charged in the following manner if the event is cancelled:
 - 0-5 days prior to the event: 50% of the minimum expenditure
 - 6-14 days prior to the event: 100% of the deposit
 - 15 or more days prior to the event: 50% of the deposit

CONTRACT

- ❖ Once the deposit is paid, the customer must sign the Catering Contract to ensure a mutual understanding of all the policies outlined here as well as in the contract.

EVENTS AFTER HOURS

- ❖ All events are given a 4 hour time limit.
- ❖ There is a charge for events held after 7:00PM Mon-Sat and after 4:00PM on Sundays.
- ❖ The charge is \$100 per hour after the regular operating hours. The latest an event may go to is 9:00PM, Mon-Sat and 8:00PM on Sundays.