



## WAIMEA PLANTATION COTTAGES EVENT GUIDELINES, TERMS AND CONDITIONS (Agreement)

Please read this agreement carefully. We will require your agreement and acknowledgment of this document to proceed with any arrangements.

### I. BOOKING & DEPOSIT INFORMATION

Events are performed at Waimea Plantation Cottages daily, seven days a week except Easter, Thanksgiving Day and Christmas.

#### **\*\*Our noise ordinance for 9:30p.m. (Quiet time)**

- The following dates are subject to additional 10% fees: January 1, February 14, December 24 and December 31. Events held on Sunday's are also subject to an additional 15% fee.
- To hold a confirmed reservation for an event, a **non-refundable deposit of \$500.00** is required.
- We also require an acknowledgment of the Guidelines, Terms and Conditions (Agreement) and a registered credit card. Confirmation can only be made through an Events Services Coordinator at Waimea Plantation Cottages.
- **Thirty (30) days prior to the event date full payment is required.** Any payments received less than 30 days prior to the event date must be made by cash or credit card ONLY.
- To hold a confirmed reservation and as part of your event, a two-night minimum non-refundable room deposit is required.

#### **Special Option Deposits:**

- An **additional \$550.00 non-refundable deposit** will be required upon confirmation of Designer Wedding Albums.
- An **additional non-refundable \$250.00 deposit** will be required upon booking any and all service options; Video, Wedding Albums, Music, DJ. (The \$250.00 deposit applies to each of these items separately.)
- An **additional non-refundable 50% deposit** will be required upon booking any Hawaiian Entertainment Package.
- An **additional non-refundable 50% deposit** will be required upon booking tents & equipment for your event once the service has been confirmed. The deposit will be based on estimated costs at that time.
- An **additional non-refundable 50% deposit** will be required on catered events once the service has been confirmed. The deposit will be based on estimated costs at that time.
- Other special services and options not listed may require additional deposits. These amounts and scheduled payments will be set on an individual basis.

### II. MARRIAGE LICENSE (IF APPLICABLE):

An application to marry must be filed with a marriage-licensing agent in the State of Hawaii and is valid for 30 days. Both bride and groom must appear together with completed application form, valid driver's licenses, passports or appropriate photo ID's, and \$60.00 cash. We will be happy to arrange an appointment for your marriage license filing. Please contact the Hawaii State Department of Health to receive your filing packet ahead of time and complete the required form before your appointment. You may call (808) 586-4544 for recorded information on requirements and (808) 586-4545 to speak with an agent to order your packet. The information and application form are also available online at <http://www.hawaii.gov/health/vital-records/vital-records/marriage/index.html>.

Initial here \_\_\_\_\_ Date \_\_\_\_\_

### **III. WEDDING REHEARSALS**

Due to the Na Hale O Haku's busy schedule and strict booking requirements, rehearsal locations are booked on a space available basis and are not confirmed more than two weeks prior to the date of the wedding. For those couples desiring a confirmed date and time before the two-week period.

The following fees may apply:

- Minister attendance Fee** (optional-based on availability)
- Musician attendance Fee** (optional-based on availability)
- Overtime charges for rehearsals exceeding 60 minutes**

### **IV. CANCELLATION POLICY**

If cancellation is received Sixty (60) days or less before the event date, fifty percent (50%) of all fees including event site fee, accommodation fees and other arrangement fees are non-refundable. If cancellation is received thirty (30) days or less before the event date, seventy-five percent (75%) of all fees are non-refundable. All fees become non-refundable if cancellation is received seven (7) days or less before scheduled event time.

Safety of our clients is a priority. If service provision is prevented by occurrence of a natural disaster (i.e. hurricane) or closure of a related commercial provider (e.g. airlines, resorts, travel agent) we may need to cancel your event. Under these circumstances, Waimea Plantation Cottages reserve the right to cancel without any compensation fees payable to our client or postpone and change event arrangements accordingly.

Cancelled Event by Waimea Plantation Cottages:

If these guidelines, terms and conditions are not followed, Waimea Plantation Cottages reserves the right to cancel any and all arrangements within the terms of the cancellation policy.

- If events are cancelled by Waimea Plantation Cottages with 30 days notice or more before the event date, the full amount paid to date will be refunded with the exception of any non-refundable deposits.
- If events are cancelled by Waimea Plantation Cottages with 30 days notice or less before the event date, fifty percent (50%) of all fees are non-refundable.
- If events are cancelled by Waimea Plantation Cottages with seven (7) days or less before the event date, seventy-five percent (75%) of all fees are non-refundable.
- All fees become non-refundable if events are cancelled by Waimea Plantation Cottages with ninety-six (96) hours or less before scheduled time of event.

### **V. PAYMENTS & CREDIT CARD GUARANTEE**

Waimea Plantation Cottages accepts payment in the form of cash (in person), personal check, cashier's check, money order or credit card. All clients **must register a valid credit card** (Visa, MasterCard or American Express) with Waimea Plantation Cottages to keep the event reservation valid. Full payment is due 30 days prior to the event date, although payment towards your event may be made at any time beforehand. Payment and services ordered less than 30 days prior to the event must be paid by credit card. If, for any reason, Waimea Plantation Cottages receives notice for a failed authorization or capture using this credit card, another valid (or updated) credit card must be supplied, otherwise, Waimea Plantation Cottages reserves the right to cancel the event in accordance with the Cancellation Policy. If an event has already occurred, the bill may be sent to a collection agency. Please complete the credit card information section at the end of this form. Although payments on the credit card will be made as directed by you, Waimea Plantation Cottages reserves the right to charge the registered credit card in the event any of the following situations arise:

- ☐ Your personal check is returned by the bank unpaid (Returned Check)
- ☐ Payments or deposits become past due
- ☐ Any additional charges incurred less than 30 days prior to the date of service
- ☐ Late or overtime charges incurred for all services caused by client's actions
- ☐ Any unpaid cancellation charge

Initial here \_\_\_\_\_ Date \_\_\_\_\_

## VI. TERMS

1. Wedding Package and other Option prices are subject to change without notice.
2. It is a policy of Waimea Plantation Cottages that arrangements for all commercial vendors providing a service for your ceremony are made through our Events Services Division. Examples of commercial vendors include companies or people supplying services for photography, video, music, flowers, transportation, butterfly releases, etc. Exceptions will be made for the minister performing the ceremony, at which time a credit towards other options will be offered. All of the vendors hired by Waimea Plantation Cottages have been carefully screened to provide the highest quality services and products.
3. If you desire to use your own commercial vendors for your wedding ceremony, a **\$500.00 vendor fee** for each company will apply. These vendors must comply with our guidelines and established procedures for all events. If an outside vendor is used without the permission of Waimea Plantation Cottages, the client will be billed the **\$500.00 vendor fee** or we claim the right to charge this fee to the client's registered credit card.
4. Due to maintenance and liability concerns, any and all decorative items, thrown items (i.e. rice, seeds, etc.) and food and beverages not arranged or approved through Waimea Plantation Cottages, are prohibited. Any and all Fireworks are prohibited and not allowed on property.
5. The following are REQUIRED for all events with over 100 guests at the Waimea Plantation Cottage and will be arranged through the Waimea Plantation Cottages Event Services Division:
  - \***MOBILE RESTROOM:** 100-200 (1 portable) \*201-300 (2 portables) \*301-400 (3 portables). Each Mobile Restroom is \$150 + Tax.
  - \***SECURITY:** Security will be provided by Waimea Plantation Cottages and is a requirement for all events. There is a fee of \$350 and each event will be assessed by Waimea Plantation Cottages, Director of Security to determine if any additional fees apply.
  - \***LIGHTING:** Additional lighting for the parking areas will be provided for a cost of \$150 all night functions (begin 3p).
6. In the event of inclement weather, Waimea Plantation Cottages reserves the right to relocate functions and services that may be adversely affected. Every effort will be made to find suitable alternatives. Whenever possible, we will communicate with the client as to the latest time a weather call will be made.
7. If, due to client's actions, the event, ceremony and/or reception are delayed and/or arranged services are changed on the day of the event, necessary extended fees may apply. We claim the right to charge the balance to the client's registered credit card.
8. Waimea Plantation Cottages reserves the right to use any photo/video images for the purpose of display.
9. Waimea Plantation Cottages is not responsible for any accidents or incidents caused by the event or participants, during service provision.

Initial here \_\_\_\_\_ Date \_\_\_\_\_

# ACKNOWLEDGMENT

I have carefully read the above Guidelines, Terms and Conditions and hereby acknowledge and agree to the stated terms and conditions. I further agree that I am responsible for any and all arrangements and financial obligations made with regard to the event shown below.  
*(\*required field)*

*Authorized Signature	<input type="text"/>
*Date Signed	<input type="text"/>
*Printed Name	<input type="text"/>
*Check-in Date	<input type="text"/>
*Check-out Date	<input type="text"/>
*Event Date	<input type="text"/>
*Event Start Time	<input type="text"/>
*Contact #1/Bride First-Last Name	<input type="text"/>
*Contact #2Groom First-Last Name	<input type="text"/>

- \*Package:  
(Please check all that apply)
- Ku'uipo Package
  - Kealoha Package
  - Punahale Package
  - Ali'i Package
  - Plantation Reception Package
  - Romantic Dinner Package
  - Other Package

Initial here \_\_\_\_\_ Date \_\_\_\_\_

## CREDIT CARD AUTHORIZATION

In accordance with the Guidelines, Terms and Conditions, the following credit card will serve as a guarantee of payment for services arranged and rendered by Waimea Plantation Cottages. In addition, payments and deposits may be charged to this credit card as directed by the undersigned. If, for any reason, Waimea Plantation Cottages receives notice for a failed authorization or capture using this credit card, customer agrees to update or furnish valid credit card information. It is further understood that Waimea Plantation Cottages reserves the right to process deposits and payments as outlined in section V. Payments and Credit Card Guarantee.

VISA     MASTERCARD     AMERICAN EXPRESS     DISCOVER

Credit Card Number	<input type="text"/>
Expiration Date	<input type="text"/>
*Printed Name	<input type="text"/>
*Check in Date	<input type="text"/>
*CVV2	<input type="text"/> (Visa / MC: 3-digits on back of the card. Amex 4 digit above the card number))
Name on Card	<input type="text"/>
Billing Address of credit card	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Authorizing Signature	<input type="text"/>

- Please process booking deposit on this credit card.
- Do not process booking deposit on this card. I will be mailing payment.

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Please initial and date each page.

You may print out and mail or send your completed form to:

Scanned copy email to: [events@waimeaplantation.com](mailto:events@waimeaplantation.com)

Fax: 1-808-338-1926

Mail: Waimea Plantation Cottage, Events Services Division, PO Box 367, Waimea, Kauai, Hawaii 96796

Any questions please contact us at [events@waimeaplantation.com](mailto:events@waimeaplantation.com) or your Event coordinator at (808) 338-2345.

Initial here \_\_\_\_\_ Date \_\_\_\_\_



## HANALEI FAYE ESTATE Event Guidelines, Terms and Conditions (Agreement)

1. A minimum stay of 5 nights is required when holding an event at our spacious Hanalei Faye Estate. An additional one time “**Out Cleaning**” fee of **\$925.00** is also required. This is a thorough and complete cleaning of the house and property by Waimea Plantation Cottages staff.

**6 Bedroom House Rate: \$1260.00 per Night + Tax (13.42% Hotel Tax)**

**1 Bedroom Cottage Rate: \$714.00 per Night + Tax (13.42% Hotel Tax)**

**\*\*Special Rate for renting the Entire Estate: \$1400.00 per Night + Tax (13.42% Hotel Tax)**

2. The event site fee is \$1000.00 and the maximum capacity is 50 people.
3. To hold a confirmed reservation for the event **\$1000.00 deposit** is required and is non-refundable upon booking.
4. The following are REQUIRED for all events at the Hanalei Faye Estate and will be arranged through the Waimea Plantation Cottages Event Services Division unless otherwise instructed:

**\*RECEPTION SET-UP:** Including and not limited to tent set-up, stage and dance floor must be arranged with approved vendors.

**\*GENERATORS:** Please keep in mind that our Hanalei Faye Estate is equipped with limited electrical voltage and any items requiring additional power (i.e. sound system, stage lighting, etc.) will require a generator.

**\*TRASH REMOVAL:** All Trash must be removed upon check-out in order to avoid additional removal fees. We claim the right to charge the balance to the clients registered credit card.

5. You will be required to work with one of our wedding coordinators to organize all other arrangements for your event including but not limited to the following:

**ALL VENDOR SERVICES PERTAINING TO YOUR EVENT MUST BE APPROVED BY MANAGEMENT OF WAIMEA PLANTATION COTTAGES:**

Caterers, liquor service, flowers, photographer, entertainment/music, other reception set-up (i.e. tables, chairs, tiki torches, archway, gazebo, etc.) Clients will be required to sign an indemnification waiver releasing Waimea Plantation Cottages from all liability in relation to all vendors arranged by the client and the client is responsible for all liability for their vendors and service providers.

6. If cancellation is received Sixty (60) days or less before the event date, fifty percent (50%) of all fees including event site fee, accommodation fees and other arrangement fees are non-refundable. If cancellation is received thirty (30) days or less before the event date, seventy-five percent (75%) of all fees are non-refundable. All fees become non-refundable if cancellation is received seven (7) days or less before scheduled event time.
7. Defacing, damaging walls, ceilings, grounds, trees, or drilling holes anywhere on the Hanalei Faye Estate Property is prohibited and additional fees will be assessed if there is damage to any part of the property.
8. Due to maintenance and liability concerns, any and all decorative items, thrown items (i.e. rice, seeds, etc.) not arranged or approved through Waimea Plantation Cottages, are prohibited. Any and all Fireworks are prohibited and not allowed on property.

Initial here \_\_\_\_\_ Date \_\_\_\_\_

9. Waimea Plantation Cottages is not responsible for any accidents or incidents caused by the event or participants, during service provision.

10. **PAYMENTS & CREDIT CARD GUARANTEE:** Waimea Plantation Cottages accepts payment in the form of cash (in person), personal check, cashier's check, money order or credit card. All clients **must register a valid credit card** (Visa, MasterCard or American Express) with Waimea Plantation Cottages to keep the event reservation valid. Full payment is due 30 days prior to the event date, although payment towards your event may be made at any time beforehand. Payment and services ordered less than 30 days prior to the event must be paid by credit card. If, for any reason, Waimea Plantation Cottages receives notice for a failed authorization or capture using this credit card, another valid (or updated) credit card must be supplied, otherwise, Waimea Plantation Cottages reserves the right to cancel the event in accordance with the Cancellation Policy. If an event has already occurred, the bill may be sent to a collection agency. Please complete the credit card information section at the end of this form. Although payments on the credit card will be made as directed by you, Waimea Plantation Cottages reserves the right to charge the registered credit card in the event any of the following situations arise:

- Your personal check is returned by the bank unpaid (Returned Check)
- Payments or deposits become past due
- Any additional charges are incurred less than 30 days prior to the date of service
- Late or overtime charges incurred for all services caused by client's actions
- Any unpaid cancellation charge

### ACKNOWLEDGMENT

I have carefully read the above Guidelines, Terms and Conditions and hereby acknowledge and agree to the stated terms and conditions. I further agree that I am responsible for any and all arrangements and financial obligations made with regard to the event shown below. (*\*required field*)

*Authorized Signature	
*Date	
*Printed Name	
*Check-in Date	
*Check-out Date	
*Event Date	
*Event Start Time	
*Contact #1/Bride: First-Last Name	
*Contact #2/Groom: First-Last Name	

Initial here \_\_\_\_\_ Date \_\_\_\_\_

## CREDIT CARD AUTHORIZATION

In accordance with the Guidelines, Terms and Conditions, the following credit card will serve as a guarantee of payment for services arranged and rendered by Waimea Plantation Cottages. In addition, payments and deposits may be charged to this credit card as directed by the undersigned. If, for any reason, Waimea Plantation Cottages receives notice for a failed authorization or capture using this credit card, customer agrees to update or furnish valid credit card information. It is further understood that Waimea Plantation Cottages reserves the right to process deposits and payments as outlined in section 6 Payments and Credit Card Guarantee Section.

VISA     MASTERCARD     AMERICAN EXPRESS     DISCOVER

\*Credit Card Number

\*Expiration Date

\*Printed Name

\*Check in Date

\*CVV2

(Visa / MC: 3 digits on back of the card.

Amex 4 digit above the card number))

Name on Card

Billing Address for credit card:

City

State

Zip Code

Phone Number

Authorizing Signature

- Please process booking deposit on this credit card.  
 Do not process booking deposit on this card. I will be mailing payment.

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Please initial and date each page. Please send your completed form to:

- Scanned copy email to: [events@waimeaplanation.com](mailto:events@waimeaplanation.com)
- Fax: 808-338-1926
- Mail: Waimea Plantation Cottages, Attn. Event Services Division, PO Box 367, Waimea, Hawaii 96796
- Any questions, please contact [events@waimeaplantation.com](mailto:events@waimeaplantation.com) or your event coordinator at 808-338-2345.

Initial here \_\_\_\_\_ Date \_\_\_\_\_