



2017 SPECIAL EVENT INFORMATION & POLICIES

12.27.17

1. MINIMUM GUEST COUNT FOR SPECIAL EVENTS

Our special event policies apply to parties with 15 or more guests and require a pre-set menu as outlined below. We can accommodate parties with up to 200 guests. Tables are set in our main dining and/or private room based on availability.

2. SPECIAL EVENT TIMES

a. Tables and/or an event area may be reserved during normal Side Street Inn business hours:

Monday - Friday:	3pm - 2 am
Saturday - Sunday:	1 pm - 2 am
Football Season Sundays:	8 am - 2 am

b. We are able to do large party buy-outs during non-business hours, for events with 75 or more guests. Please inquire for more information.

3. PRIVATE ROOMS

a. We have two private rooms available for events. Each room comfortably seats up to 35 guests and may be combined for larger parties with up to 70 guests.

b. There is a minimum spend of \$975 (food only) for **EXCLUSIVE** use of each room or \$1950 (food only) for exclusive use of both rooms. There is a 3-hour time limit.

c. If additional time is needed and available, a \$250 minimum spend (food only) per hour will be added.

4. RESERVATION CONFIRMATION & GUEST COUNT

a. Due to the large amount of event inquiries that we receive, event reservations are placed and **CONFIRMED** when a signed event agreement is received. Date confirmation is based on a first-come, first-serve basis and receipt of the signed agreement.

b. The number of guests indicated on the signed event agreement should be the **MAXIMUM** amount of guests expected for your event. Due to regular dining reservations taken daily, event space will be reserved based on the number of guests indicated on your confirmed agreement or the **CONFIRMED** guest count.

c. Guaranteed and confirmed guest count is due no later than 12 noon, Hawaii Standard Time, seven (7) business days prior to your event date. Your guaranteed guest count must not exceed the amount indicated on the agreement.

d. Payment is based on the final guest count or actual attendance, whichever is greater.

e. We require a credit card on file to secure the reservation. The credit card on file will not be charged unless a party is cancelled and our cancellation requirements are not met. See cancellation policy below for more information.

5. MENU SELECTIONS

- a. Parties with 15 or more guests require a pre-selected event menu or a pre-order of dishes from our regular menu that is sufficient for the number of guests in the party. Each dish is prepared “family-style” and serves 3 - 4 guests.
- b. We offer menu add-ons such as a poke bar, salad station and prime-rib carving station.
- c. For parties with 30 or more guests, dishes will be served buffet-style.
- d. To ensure quality, integrity and safety of food and beverage products, service is limited to a maximum of two hours when food is served buffet-style.
- e. All food and beverage items must be purchased exclusively from Side Street Inn, with the exception of celebration cakes.
- f. If a celebration cake is brought in, a cake-cutting fee of \$1.00 per person will be assessed. Upon availability, refrigeration can be provided, however, Side Street Inn will not be responsible if damage is done to the cake.
- g. Menu selections are due at least 7 business days prior to the event date via e-mail to:
sidestreetinnkapahulu@gmail.com
*Please reference your event name and date in the subject line.

6. MENU PRICING FOR CHILDREN

Children are welcome at Side Street Inn! Discounted pricing for children are as follows:

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|-----------------------------|-------------------------------------|
| 5 - 11 years of age: | 50% off pre-selected in-house menus |
| 4 years of age and younger: | No charge |

* High chairs may be provided, based on availability. Please indicate the number of children in party.

7. BEVERAGES

- a. Please specify if soft drinks and/or cocktails will be hosted. Soft drink packages are available.
- b. All beverages must be purchased from Side Street Inn. No outside beverages are permitted, including wine/champagne used for toasts. Beverage sales, service and consumption are regulated by the City and County of Honolulu Liquor Commission.

8. PAYMENT

- a. Total food costs of the entire party will be on one bill. Menu prices are NOT inclusive and an 18% service fee will be added to the food bill.
- b. A final statement of event charges will be presented upon completion of the event. The full balance due is to be paid at that time via cash, company or personal check, credit or debit card.
- c. A fee of \$30.00 will be assessed if a check is returned due to insufficient funds.

CANCELLATION

You may cancel your event and agreement by giving us written notice no later than fifteen (15) business days prior to your event. In the event of a “no-show” or if cancellation requirements are not met, a fee of \$500.00 will be assessed and charged to the credit card on file.