



Resort Community Catering Services

CONTACT: Mauna Kea Resort Event Specialist

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Resort Catering Guidelines

- Catering is exclusive to resort guests and homeowners and should be booked a minimum of 14 days in advance to avoid additional fees. Bookings are based on availability.
- Hotel will staff accordingly for all events based on the start and end time listed on your banquet event order with appropriate set-up and breakdown times included. Charges will be determined based on size and length of the event. Time extensions are permitted; however, they need to be effectively communicated to the Banquet Captain at least 30 minutes prior to the end time of the event. Necessary labor charges will apply.
- A site inspection of the event space may be required in advance.
- Menu selections may be made from our catering menus. To enhance your experience our chefs are happy to work with you to customize menus for your special event. Menu selections must be confirmed and communicated to your Catering Manager at least 14 days prior to your function.
- Event guarantees are required at least five days prior to function.
- A \$1,500 non-refundable deposit is due at the time of booking along with the signed contract in order to confirm hotel services. Full prepayment is due no less than ten business days prior to the event.
- A 22% service charge and 4.712% Hawai'i State Tax will be applied to all food and beverage prices and 4.712% Hawai'i State Tax to all other charges.

- Fees will be applied (but are not limited to) the following:

<p>Resort Community Catering Fee Includes culinary and service staff, transportation of equipment, use of resort china, glass, silverware, tables and chairs, linen, etc. as mutually determined. <i>Note: Additional fees apply for premium dates.</i></p>	<p>From \$1,500 plus tax for up to 50 guests; \$10 plus tax per additional guest</p>
<p>F&B Minimum <i>(10 Guests Minimum)</i></p>	<p>\$100 per person plus service charge and tax</p>
<p>Chef's Action Station Fee</p>	<p>\$300 plus tax per station</p>
<p>Bartender Fee Serving Mauna Kea Resort beverages</p>	<p>\$150 per hour plus tax</p>
<p>Bartender Fee Serving beverages provided by client</p>	<p>\$225 per hour plus tax (includes gratuity)</p>

For additional off-premise enhancements and services please inquire with your Event Specialist.

Helpful Organizing Tips

Catering at locations outside of the hotel provides your guests with a unique and exciting atmosphere. It is important to consider all aspects of the event you are planning.

Here are a few helpful tips for planning a successful event.

We look forward to helping create a memorable occasion!

SPECIAL MEALS Plan in advance for any type of special meal requirements you or your guests may have including vegetarian, dietary restrictions and any staff meals. Communicate this information to your Catering Manager five days in advance.

GUARANTEES & TABLE SETTINGS Guarantees must be given to your Catering Manager five days in advance.

EVENT ITINERARY Communicate any awards program, presentations, speeches, etc. to your Catering Manager to ensure effective service and food quality.

VISIT LOCATION Hotel staff will typically be on-site two to four hours prior to the start of your event, depending on set-up requirements. It is suggested that you visit the location during this time to make any necessary adjustments.

SPECIAL REQUIREMENTS Special signage, table numbers, place cards, florals, etc. that may be needed should be communicated to your Catering Manager when submitting your guarantee five days prior to your event.

USAGE OF HOMEOWNER'S OR GUEST'S CHINA OR GLASSWARE

In the event the hotel staff is asked to use existing china or glassware, a signed waiver will be required in order to hold the resort free of damages should breakage occur.