45-1002 Kamehameha Hwy Kaneohe, HI 96744
Mailing: P.O. Box 4660 Kaneohe, HI 96744
Email: events@freshcatch808.com
Phone: Catering 808-582-7441

ALOHA

We appreciate your considering our locally owned family restaurant for your special event. We know the hard work and planning you've put into celebrating that special occasion and we'll make every effort to make it special with our delicious food in our relaxing dining area which will be reserved exclusively for you and your guests. Please review our menus and General Information. We will work to accommodate any additional requests you may have.
Our catering manager: Edwalyn ph. 808-582-7441 is available to confirm your request & answer any questions.

MAHALO
From Chef Reno & the Henriques/Fresh Catch Ohana

GENERAL INFORMATION

RESERVED DINING AREA

Per Event: Minimum Hall Rental fee $500 (2 hours) + $250 each additional hour.
Decorating 1 hour prior to start of event as needed…no additional charge
Includes the following:

1) The entire 2nd floor dining area, bar and bathrooms will be reserved exclusively for the confirmed reservation. Upstairs room guest capacity is 100 persons. Access to the 2nd floor dining area is through our elevator inside the building. There are 2 emergency staircase exits.
2) Use of basic sound system including microphones, speaker and soundboard. (2) – 65" tvs behind bar available for slide show using your jump drive.
3) Lunch Hours: Between 10 a.m. to 3 p.m. (3 hours for event)
4) Dinner Hours: Between 4p.m to 10 p.m. (4 hours for event)
   *Note: If your event is the only booked for the day, we will work to accommodate any time changes needed.

MENU CHOICES - DEPOSITS & PAYMENT

Non- Refundable Deposit of $500.00 required to reserve your requested date with the signing of event agreement. It will be applied to your final bill at completion of event.
Estimated headcount upon reserving event:
21 days prior to event 25% deposit of estimated total due – **Select Menu Choice**
14 days prior to event 75% deposit of estimated total due – **Final Menu additions or changes**
7 days prior to event 100% deposit of estimated total due with **Final head count**

Payment may be made by cash, check, cashier's check or credit card.
Any returned checks will incur a return check fee of $50.00

CANCELLATION POLICY

14 days in advance of reservation date: 30% cancellation fee of estimated total due
7-14 days in advance of reservation date: 50% cancellation fee of estimated total due
1-7 days in advance of reservation date: 100% cancellation fee of estimated total due

FOOD & BEVERAGE

All food, beverage, and add-ons provided by the restaurant are subject to a 15% service charge (including service employees & cooks tips) and 4.712% Hawaii GE tax.
No outside food & beverages are allowed and all food & beverages must be purchased from Fresh Catch/Henriques Steak & Seafood.
Host will be allowed to bring a commercially baked personalized cake.

Menu items have been pre-selected and priced accordingly. Menus can be customized to include items of your choice with pricing mutually agreed upon.

Food Service is Buffet Style. It is not an "all you can eat" buffet and serving size is based on actual paid guest count.

Per rules & regulations of the Honolulu Liquor Commission at our premises, all alcohol is to be purchased and consumed within our building. Alcoholic beverages will not be served to minors. All guests must have proper identification. We do check I.D's on your event day. We will not serve alcohol to anyone under the age of 21. We may offer wrist bands once I.D.'s have been checked.

BAR:

Per Event: Minimum Bar Sales Fee $250.00 includes non-alcoholic drinks from the bar.

Hosted Bar Option

You can set a bar cap for the duration for the hosted bar and specific hosted drinks. Once the bar cap or time limit is reached, the bar can be converted to a cash bar.

Remaining Food:

We will allow only the host to take any leftover food paid for by the host. Food will be placed in aluminum pans by our staff. Once food leaves the banquet area, we will no longer assume any liability for the items removed including any & all leftover food.

DECORATIONS:

At least 60 minutes prior to your booked event reservation time for the host/hostess to decorate.
Removable table decorations are acceptable, however no taping or adhering items to the walls or tables.
No confetti or glitter are allowed. Due to our high industrial ceilings, requesting no balloon decorations unless securely attached to a base. No decorations hanging from the ceiling.

All decorations must be removed and taken off premises by the host at the end of event during the 30 minutes after end of event allowable time. If your event is the only confirmed event on your date, we'll be able to offer more time flexibility for set-up & take-down.

The Host and any vendor/contractor retained by the Host, are jointly and individually responsible for any damage to the dining – banquet room and will be responsible for replacement charges for any loss or damages to furniture and or equipment. A $300.00 cleaning fee will be added to the bill should there be an excessive amount of cleaning needed after an event.

PARKING

Parking is available on our premises and we have leased the adjoining vacant lot for customer parking.
Note: Company is not responsible for theft or damages to vehicle or vehicle contents.