BANQUET CONTRACT

* **Room Rental:**

The Annual Awards Dinner for Watkins Technologies will be held in the Maritime Room[[1]](#footnote-1) of the Bell Orchid Hotel on the evening of Saturday, June 30, commencing at 6 p.m., at the rate of $5,000. It is anticipated that there will be 120 in attendance. The hotel reserves the right to change the room accommodation to best suit your needs and actual final guest count guarantee. A request to change the contracted set-up of a meeting (once the room has been set) will result in a $100 reset fee.

* **Audiovisual:**

Should you require any audiovisual equipment, please let me us know as soon as possible.

* **Food and Beverages:**

We reserve the right to charge for every person served. No food or beverage of any kind will be permitted to be brought onto or removed from our premises by company employees, their guests or invitees. The hotel will supply all food and beverages and is responsible for the sale and service of all alcoholic beverages on the premises. Menu arrangements (see proposed menu) should be concluded at least 14 days prior to the Dinner, and a guarantee of the number of guests is needed 7 business days in advance, with final adjustment of guarantee at least 72 hours prior to the function date. The $5,000 will allow for a variance of 5 percent over the number of guests guaranteed in preparation of food and table settings.

|  |  |
| --- | --- |
| **Course** | **Choices** |
| Salad: | Fresh Garden Salad  Caesar Salad |
| Entrée: | Chicken Parmigianino  Prime Rib |
| Dessert | Carrot Cake  New York Cheesecake  Chocolate Ganache |

* **Billing:**

All room and food charges will be the responsibility of **Watkins** **Technologies**. The company agrees to be responsible for any damage done to the premises during the period of time its guests or invitees are there under its control.

* **Form of Payment:**

A deposit in full, valid credit card number, or completed direct bill application must be provided to the hotel one week before the event takes place for guarantee purposes.

* **General Liability:**

The **Bell** **Orchid** **Hotel** reserves the right to inspect and control all functions. The Hotel is not responsible for loss or damages to any samples, displays, properties, or personal effects brought into the Hotel.

* **Cancellation Policy:**

This agreement may be cancelled by either party, without penalty or liability, in the event of Acts of Nature, government regulations, disaster, strikes, labor strife, civil disorder, construction activities, fire, flood, earthquake, or other emergency or event making it unadvisable, illegal, or impossible to provide facilities or to hold the function upon written notice to the other party, specifying such cause.

Should it be necessary to cancel your function less than 14 days prior to your arrival, a cancellation fee of $500 will be billed to Watkins Technologies.

There will be a mandatory service charge of 15%.

* **No Show Policy:**

In the event of a no-show on your behalf, we will bill your company for the cancellation fee and any food, audiovisual, or setup fees that your group would have accrued.

To confirm these arrangements, please sign and return one copy of this Contract within two weeks of the date of this letter. After this, we reserve the right to release the space you have requested.

Agreed to: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phillip Moriarty

Director

Food and Beverages Department

Agreed to: Date:

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Josefina Hernandez

General Director

Watkins Technologies

**Bell Orchid Hotel**

3500 Ocean Drive

Honolulu, Hawaii 96819

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Web site: <www.bellorchidhotel.com>

1. The Maritime Room is on the west side of the Hotel, facing the sea. [↑](#footnote-ref-1)