



NGCC.org
891 Valkenburg Street Honolulu, HI 96818
www.AAHIL.org
Email: ngchawaii@gmail.com
(808)-291-6518

RESERVATION REQUEST

Event Date: _____ Set Up Time: _____ Event Start: _____ End Time: _____

How do you want your Name to appear on our website calendar): _____

Person Responsible (s): _____

Address: _____

Email (payment link will be sent to this email address) : _____

Phone: _____

Type of Event: _____

Planned Number of People Attending Event (Children included): _____

Select One:

Lounge Only Rates: Available to parties of 75 or less

Available Monday through Friday _____ \$225 [any eight-hour time frame]

Banquet Hall Rates: (lounge Included)

Monday through Wednesday _____ \$450 [any eight-hour time frame]

Thursday _____ \$250 [for reservations from 4p to

Friday _____ \$550

Saturday Time Slot 1 _____ \$700 [8am-2:30pm]

Saturday Time Slot 2 _____ \$950 [3pm-11pm]

Saturday Both Time Slots _____ \$1350 [any twelve-hour time frame]

Sunday Time Slot 1 _____ \$600 [8am-2:30pm]

Sunday Time Slot 2 _____ \$750 [3pm-11pm]

Sunday Both Time Slots _____ \$950 [any twelve-hour time frame]



BANQUET HALL FACILITY RENTAL POLICY & AGREEMENT

National Guard Conference Center (NGCC)
891 Valkenburgh St, Honolulu, HI 96818

1. BOOKING & PAYMENTS

- A signed rental agreement and a non-refundable administrative fee of \$50 are required at booking. This fee is applied to your balance.
- A \$225 deposit is due 5 months prior to your event to continue holding the date.
- Full balance is due 75 days prior to the event. If unpaid, reservation may be forfeited.
- Accepted payment methods: Credit/debit card (link provided via email), cashier's check, money order, or personal check (payable to NGCC).
- All refunds and deposits are credited via the original payment method.

2. CANCELLATION & REFUND POLICY

- More than 75 days before the event: Refunds issued for all payments beyond the non-refundable administrative fee, minus transaction fees of 6.6%.
- Less than 75 days: No refund unless the facility is rebooked. If rebooked, partial refund minus fees may be issued.

3. EVENT TIMING & ACCESS

- Standard rental period includes setup and cleanup.
- Events must end by 11:00 PM unless agreed upon.
- Rental time ends no later than one hour after scheduled end time.
- Loud music must stop by 10:00 PM to comply with noise ordinances.

4. SETUP, CLEANUP & TRASH

- Renter is responsible for setup and breakdown of tables and chairs, and returning them to racks and warehouse.
- All decorations, trash, and personal items must be removed by end of rental.
- All spills must be swept and mopped.
- Trash: Renter must empty all trash cans and restroom trash cans (total of 4). Dumpster is on-site.
- No wood or large structures may be left in the dumpster. These structures must be removed by renter if brought in by renter

5. DECORATIONS

- Use painter's tape only on walls.
- No nails, staples, adhesives, or open flames.
- Prohibited items: confetti, glitter, rice, balloon shine or soap bubble machines.
- If balloon shine and/or soap bubble machines are used, renter and vendor accept full liability.

6. ALCOHOL & CATERING

- No outside alcohol permitted.
- No drinking in the parking lot.
- Renter allowed to cater through us or cater on your own or a combination of both. If catering independently, renter must provide own warmers, serving utensils, utensils, napkins, and paper products, or purchase them from catering.
- No cooking inside.
- Outdoor cooking permitted in designated area with prior coordination.

7. PARKING

- Guests may park on the Oceanside (Makai) of the building.
- No parking on Mauka/Ewa side, fire lanes, or behind the facility (Diamond Head Side).
- Unauthorized parking may lead to event disruptions and public announcements.

8. CONDUCT & BEHAVIOR

- Renter is responsible for all guests' behavior.
- Illegal activity, disturbances, or alcohol violations may result in early termination of the event.
- No fire dancing or disruptive behavior permitted.

9. CAPACITY

- Maximum occupancy is 250 persons.

10. LIABILITY & INSURANCE

- No Security deposit is required. Issues, if any, will be addressed during/after rental.
- The facility is not liable for personal property, lost or damaged items, or vehicles.
- Renter responsible for checking and repairing drywall holes if any occur.
- Renter is responsible for damages to property or equipment.

Note: Most common damage is broken plate glass windows in the lobby area caused by unsupervised minors. Current Cost is \$1,850 per windowpane

Note. We have only had three damage liability charges within 800 rentals.

11. SPECIAL DUTY officers may be required depending on the type of event

- Final determination will be made **after the rental agreement is received.**

- Events **that currently do NOT require special duty** include:

- Baby Showers
- 1st Birthday parties
- Celebration of Life events
- Craft Fairs
- Promotion parties
- Retirement parties
- Christmas parties
- Company parties
- Military parties
- Certain fundraisers

- Events **that DO require special duty** include:

- Graduation parties (case-by-case basis)
- Some fundraiser events (case-by-case basis)

Customer Agreement

I, the undersigned, have read, understood, and agree to comply with all the terms and conditions outlined in the Banquet Hall Facility Rental Policy. I understand that failure to adhere to these policies may result in cancellation of the event, forfeiture of deposits, or additional charges.

I further acknowledge my responsibility for the behavior of my guests, the condition of the facility during and after the event, and any damages that may occur.

Renter's Name (Print): _____

Signature: _____

Date: _____