



**NGCC.org**

**891 Valkenburg Street Honolulu, HI 96818**

[www.AAHII.org](http://www.AAHII.org)

Email: [ngcchawaii@gmail.com](mailto:ngcchawaii@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: \_\_\_\_\_