



The Filipino Community Center, Inc.

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Ballroom Rental Policies and Procedures

- Center Policies.** Client(s) is responsible for informing all guests, caterer, DJ, entertainers, etc. about FilCom Center's Policies.
- Facility Availability.** The FilCom Center banquet facility is available for rental everyday of the year.
- Deposits and Payments.** A signed form and deposits are required to reserve your function date. See #5 for cancellation policy and #6 for Refundable Security Deposit.
 - To reserve a date, a deposit of \$500 (weekend rental) or ½ of rental/service charge for weekday rental is required. Deposit is non-refundable.
 - Full payment, including a Security Deposit of \$250 must be paid at least 90 days before the scheduled event.
 - Failure to make a full payment three (3) months before the event may result to the cancellation of your function.
 - One month before the function. Client is to notify FilCom Center of all arrangements i.e. caterer, preliminary count, entertainment, audiovisual and preferred seating arrangements, etc.
 - Bookings made within thirty (30) days of function date must be paid by Cashier's Check or by cash.**Note:** All payments must be made by cash or by check. No credit cards accepted.
- Holiday Functions.** New Year, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. During these days, there will be a surcharge of \$250 plus \$200 per hour beyond 5 hours.
- Cancellation.** Any cancellation of event and changes in equipment and other services **must be submitted in writing.** If cancellation is done 45 days or less from event date, deposit of \$500 or total rental paid will be forfeited.
- Security Deposit.** Damage to the building or failure to follow any policies and procedures may result in partial or total forfeiture of your security deposit. Following inspection of the function, any refundable security deposit is issued in the form of check by The FilCom Center, usually within 15-30 days after the date of the function. The security deposit is an insurance in all capacities for any damage to the facility caused by but not limited to guests, caterers and vendors. Security deposit can not be applied to the final payment. **ANY VIOLATIONS TO ANY OF THE POLICIES AND PROCEDURES LISTED AND OR MAKING FALSE STATEMENTS ON APPLICATIONS/FORMS WILL RESULT TO FORFEITURE OF ENTIRE DEPOSIT.**
- Taxes.** All fees and charges, including facility and equipment rental fees, overtime, etc. are subject to a state tax of 4.712%.
- Stop Payment/Returned Checks.** A **\$35 fee** will be charged for any returned checks. If any check is returned, FilCom Center reserves the right to accept any future payments only by cash or cashier's check.
FilCom Center reserves the right to refuse any reservation due to any returned check for stop payments and or insufficient funds.
- Dance Floors.** Dance floors are mandatory for any dancing activity.
- Overtime.** Overtime will be charged **\$200 per hour.** **Overtime** is any time extending before and or after the scheduled start and ending of the event time. Evening function may extend their function time no later than 12:00am. Vacate time is 12:30am.

Client(s) and guests must vacate the premises and parking lot 30 minutes after the end of contracted function time. Client(s) and guests who fail to vacate the premises 30 minutes after the end of the function will be assessed **\$200 per hour.**
- Parking.** Parking within the premises of FilCom is based on availability on a first-come first-served basis. Parking outside of FilCom will be at driver's or owners own risk. **Please be advised that parking at the YMCA, Avalon Commercial, Plaza at Milltown is restricted to its tenants and their customers only and any unauthorized vehicle will be towed away without notice.** Client (s) is responsible to inform their guests of this policy.
- Inflatable.** Inflatable are not allowed anywhere in the premises.
- Outside Food and Beverages.** Absolutely no food or beverage shall be brought onto the premises by Client(s), guests, invitees or attendees from outside sources without the express written permission of the FilCom Center and acceptance by FilCom Center's selected caterers/vendors.

14. **Police Security.** A fully uniformed Honolulu Police Department (HPD) officer is required at all functions. The special duty officer will be contracted for the duration of the function including ½ hour after the function or until all guests have left and parking facility is cleared. HPD Police Security will be arranged by FilCom.

All Functions/events including non-catered events require the following Police Security:

- One (1) HPD Police Security is required at **ALL FUNCTIONS.**
- Two (2) HPD Police Security are required for **ANY ALCOHOLIC FUNCTION.**

However, the FilCom Center reserves the right to determine on the total number of officers based on the type of function and the amount of attendees at said function.

HPD Police Security is additional cost and will be reflected on your Statement of Account. Overtime will also apply and is additional cost when officer(s) are required to extend beyond their contracted time due to facility not being cleared by the guests ½ hour after the function end time.

15. **Service of Liquor.** Client(s) may allowed to bring in their own liquor on the premises, however, Filcom Center's approved caterer(s) and their duly licensed staff are the only people allowed to serve alcohol on the premises. Caterer may charge an additional fee to provide licensed bartenders. All liquor must be delivered by the Client(s) and in caterers possession prior to function. No additional liquor will be allowed on premises after 10:30 AM for lunch functions and 5:00 PM for dinner functions. The selling/serving of liquor may be rescinded anytime the Filcom Center deemed necessary for public health and safety.

Client(s) guests including entertainers are not allowed to bring their own alcoholic beverages on the premises; all liquor will be confiscated by the Filcom Center Manager and or HPD.

Under Hawaii State Laws, alcoholic beverages **will not be served** to anyone under the age of 21 years. The Filcom Center reserves the right to terminate the service of liquor on the premises or of the function if there is consumption of liquor by any person deemed intoxicated. Client(s) agrees to abide with this law and acknowledges that the Client(s) is the "Responsible Party" and will be held liable and shall indemnify and defend the Filcom Center in any enforcement action or claim arising from the consumption of liquor by persons under 21 years of age. Client(s) will be held accountable for all any cost for attorney and legal fees involved in any action.

The serving of liquor must close half-hour prior to end of the function.

16. **Ballroom Capacity.** The maximum amount of guests allowed at the FilCom Center is:

- Full ballroom capacity is 380
- Each half of the ballroom capacity is 190
- Courtyard capacity is 100

Client(s) shall not admit to the demised premises a larger number of persons than the maximum capacity of the premises rented to insure public health and safety.

Should the function be sited for exceeding the room capacity, Client(s) will be responsible for all and any cost for the citation and any and all attorney or legal fees involved with the citation.

17. **Function Schedule.**

- All lunch functions must begin no earlier than 9:30 am and conclude no later than 2:30 p.m., vacate time of 3:00 p.m. **Luncheons cannot be extended especially if there is an evening function.**
- All dinner functions must begin no earlier than 6:00 pm and conclude no later than 11:00 p.m., vacate time of 11:30 p.m. Refer to #10-Overtime, if you wish to extend your function time.

Client(s) agrees to commence and conclude at the contracted time and have guests vacate at the scheduled time.

18. **Conduct.** Client(s) agree to be responsible for the conduct of their guests during the function and for any damages incurred to the premises and related facilities during the contracted time.

19. **Music and entertainment.** All music and entertainment must conclude at scheduled time. The FilCom Center reserves the right to monitor the nature of all music and entertainment at the function. The FilCom Center also reserves the right to monitor and adjust the volume at such functions. **All music and entertainment must conclude at 10:00 PM in the courtyard, no later than 11:00 pm in the ballroom. No exceptions.** Please inform the FilCom Center Manager if you intend to have any music and or entertainment or if you plan to use any type of audiovisual equipment.

20. **Filcom must be informed** of any audio-visual equipments or device that will be plugged into an electrical outlet. Microwave oven, popcorn machines, coffee makers and similar appliances are not allowed.

21. **Decorations.** Client(s) may arrive one (1) hour prior to the function to set-up but may be allowed earlier set-up with written permission from the FilCom Center.

No nails, hooks, tacks or screws on any surface or furnishing in the area. No tape or other material can be applied to walls, tables or any surface. Client(s) will be held financially responsible for repair and or replacement of any damaged or defaced property.

No rice, glitter or confetti can be used anywhere within the Center.

