



2019~2020 Event Terms and Conditions

(AGREEMENT)

Please read this agreement carefully. Waimea Plantation Cottages created this document to ensure an easy and stress-free event for both the Event Owner and Waimea Plantation Cottages. When the Event Owner signs payment authorization, it also as an acknowledgment of these Terms and Conditions, as stated in the Event Contract.

Event Coordinator

Waimea Plantation Cottages requires a qualified Event Planner to oversee all details of your event. Your Event Planner will assist you in selecting a caterer, musician, florist, etc. Event Planner needs to be a licensed vendor.

Mira Mira Events

Marlene Mira
(808) 338-2421

www.miraMiraKauai.com

Raimey Anne Weddings

Raimey Burgess

www.raimeyanneweddingsplanner.com

Tie the Knott Hawaii

Heather Singleton
(808) 652-3095

www.tietheknothawaii.com

Weddings Kauai

Iben Dwight
(808) 635-9393

www.wedkauai.com

Legacy Events Kauai

Marie Foster
(808) 652-8186

www.legacyEventsKauai.com

Luana Events

Justine Miller
(808) 561-1495

www.luanaevents.com

Lisa Insalata

Lisa Insalata
(415) 755-8302

Kauai-weddingplanner.com

Cancellation Policy

- If the Event Owner cancels an event 89 days or less prior to the event date, deposits are non-refundable
- If the Event Owner cancels more than 90 days prior to the Event, Waimea Plantation Cottages will refund all but the \$1000.00 non-refundable deposit.
- If Waimea Plantation Cottages may need to cancel an event which includes natural disaster (e.g. hurricane, tidal wave, national security incident) or closure related to commercial provider (e.g. airlines, resorts, travel agent), all deposits will be refunded.
- Waimea Plantation Cottages are not responsible for any related financial loss or damages to the Event Owner

Additional Accommodations

Waimea Plantation Cottages has additional cottages available for your guests. It ranges from a 1-5 bedroom cottages. For rates please contact us directly. Rates are subject to applicable Hawaii General Excise and Transient Accommodations Tax (subject to change without notice). A Mandatory Resort Fee of \$25.00 per day is not included in the daily rate.

- A two night minimum for all cottage reservations
- Cottage reservations of 2 nights up to 6 nights requires a two night's deposit. Cottage reservations of 7 nights or more requires a 50% deposit of total cost.
- 90 day cancellation policy prior to arrival. Cancellations of 89 days or less the deposits are non-refundable.

Venue/Site Fee

Waimea Plantation Cottages has premiere event venue the Ocean Front 5 Bedroom Manager's House. Waimea Plantation Cottages site fees are subject to applicable Hawaii General Excise.

- \$1,500.00 up to \$4,000.00, Site Fee for maximum up to 175 guests, inquire about our sliding scale.
- Lodging minimum of 2 nights for Manager's House – Prices vary based on availability and time of year

Bookings/Payments

- A 50% deposit is required to secure the event date and site. \$1000.00 of the deposit is non-refundable.
- Remaining Balance due 60 days prior to the event

Vendors

All vendors and caterers providing services for your event must be pre-approved by Waimea Plantation Cottages and must provide proof of liability insurance at least 180 days prior to event

Event Terms and Conditions

(AGREEMENT)

Terms

1. **Event Planners:** Waimea Plantation Cottages requires all Event Owners to contract with a local, professional Event Planner. We have attached a list for your Event Planner Selection. All Vendors must have appropriate insurance documents to cover their operations and services on Waimea Plantation Cottages Property.
2. **Alcohol:** The Event Owner is liable for the non-sale dispensation of alcohol to guests (BYOB), and the consequences thereof. While vendors who serve alcohol may operate on site, Waimea Plantation Cottages must contract any on-site sales transactions of alcohol per property liquor licensing requirements.
3. **Decorations & Equipment:** Prohibited items include birdseed, rice, and fireworks. Waimea Plantation Cottages will not be liable for harm incurred by the unsafe installation or improper use of event equipment. Supervision by Waimea Plantation Cottages' staff is required when ground staking for tents or other equipment to prevent damage to underground installations present throughout the property. Dance floors permitted with restrictions. Water Slides and Bonfires are not allowed. Vendor vehicles are not permitted to be parked or operate on the oceanfront lawn.
4. **Sanitation:** Based on experience, events with more than 50+ guests require additional toilet facilities (port-a-potties) to maintain proper sanitation and function of cottage guest toilets. The Event Owner is responsible for providing additional toilets for events based on guest count. The following schedule represents portable, outdoor toilets to guest count ratios: 1:101-200, 2:201-300
5. **Security:** Waimea Plantation Cottages reserves the right to determine if a charge for additional security is necessary due to the nature and scope of the event held. Any decision to do so will be communicated to the client in as timely a manner as is reasonably possible.
6. **Weather Conditions:** Waimea Plantation Cottages will not be responsible for the impact of adverse weather on any event.
7. **Accidents:** Waimea Plantation Cottages is not responsible for any accidents or incidents caused by the event or participants during service provisions.
8. **Noise Levels/Quiet Time:** Speakers and sound-emitting equipment must aim away from adjacent cottages and/or toward the ocean. Waimea Plantation Cottages does not permit the use of sound equipment after 10:00 pm. If, after 10:00pm, security must intervene, the Event Owner will incur an additional security fee of \$300.00.

**By signing below, I acknowledge that I have read and agree to
Waimea Plantation Cottages Event Terms and Conditions Agreement**

Signature:

Date:

****subject to change without notice****

Mahalo from all of us here at Waimea Plantation Cottages. We look forward to your visit!