

# MARIANS CATERING

P.O. Box 861597, Wahiawa, HI 96786

PHONE: (808) 621-6758

FAX: (808) 621-3670

FILIPINO COMMUNITY CENTER

Thank you for considering **MARIANS ISLAND-WIDE CATERING** for your upcoming event at the **FILIPINO COMMUNITY CENTER BANQUET HALL**.

Located in the heart of Waipahu, the **FILIPINO COMMUNITY CENTER** or sometimes referred to as the "**FIL-COM CENTER**" or "**FCC**" offers a beautiful "Hotel Style" elegance amidst free parking for the convenience of your guests.

Enclosed is a selection of buffet menus which represents a combination of our most popular island favorites. Individual entrees can be added or substituted with the price adjusted accordingly. Or if you prefer, we will gladly assist you in developing a customized menu to satisfy you and accommodate the tastes of your guests. Prices quoted are subject to change and menu items are subject to availability.

We are a full-service catering company---from skirted buffet presentations complete with chafers and serving utensils, to linen covered dining tables, not to mention, unsurpassed service and personnel to replenish your buffet and beverage stations.

Please feel free to call us at **(808) 621-6758** so we can assist you in planning your event. Again, we thank you for considering **MARIANS ISLAND-WIDE CATERING** as we look forward to hearing from you.

Mahalo,

James K. Harada  
General Manager  
RLR/rlr

Enclosure

## **BANQUET HALL POLICIES AND PROCEDURES**

Welcome to the **Filipino Community Center**. This ballroom is the ideal location for any occasion because not only is it conveniently located on the Leeward side of the island of Oahu at 94-428 Mokuola Street in Waipahu, but it is a multi-faceted facility with free parking.

The following represents the **MARIANS ISLAND-WIDE CATERING** policies and procedures for catering at the FIL-COM. Please review the list and feel free to call us at (808) 621-6758 if you have any questions or need additional information.

The Filipino Community Center **Grand Ballroom** comfortably holds 38 six-foot table rounds and can be divided into two (2) smaller rooms. **Ballroom A** is situated on the right as you enter the Grand Ballroom (side with the painted mural). The other half nearest Waipahu Street is **Ballroom B**. It is highly recommended that you reserve your event date with the FIL-COM prior to contacting us in order to insure proper accommodations for your function. Reservations are taken on a first-come, first-served basis by the Filipino Community Center management office at (808) 680-0451.

### **PARTY SIZE**

GRAND BALLROOM: 383 Guests }  
BALLROOM A: 191 Guests }  
BALLROOM: 191 Guests }

*Violating the posted City & County of Honolulu Building Department code by exceeding the **MAXIMUM ROOM CAPACITY** is not only prohibited but can impose **A FIRE HAZARD!** You are liable for any fire code violation(s) and fine(s) should they arise as a result of your function having excess amount of guests.*

BOOKING MINIMUM: A head count of---

100 people (Monday through Thursday) }  
150 people (Friday through Sunday) } *SMALLER GROUPS ARE SUBJECT TO A HIGHER PRICE*

### **HOURS**

LUNCH.....10:30 am - 2:30 pm (4 Hours) MUST VACATE BALLROOM BY.....3:00 pm

DINNER.....6:00 am - 11:00 pm (5 Hours) MUST VACATE BALLROOM BY.....11:30 pm

- ***Any function requiring additional room over the recommended seating capacity will be subject to "ADD-ON" charges depending on how much additional room is deemed essential for your function.***
- ***Any function starting before or extending beyond the above times must be arranged 14 days prior to the function and will incur an additional charge of \$250.00 per hour. Such time extension must be approved by the Filipino Community Center Management beforehand as well.***

### **SET-UP TIME**

LUNCH.....8:30 am

DINNER.....3:30 pm

- ***Earlier decorating times may be available if arrangements are made with Marians Catering Sales Office or the Banquet and Catering Manager prior to the event.***

## DECORATIONS

### INDOOR

- **ALL ITEMS YOU BRING INTO THE BALLROOM** ARE YOUR RESPONSIBILITY TO **REMOVE AT THE END OF THE FUNCTION**---
  1. WHICH INCLUDES **BALLOONS**, INFLATED AND/OR DEFLATED
  2. ANY/ALL **FLORA & FAUNA** (WHETHER USED AS CENTERPIECES, DECORATIVE ADDITIONS TO THE LATTICE RENTAL, AND/OR AROUND THE BALLROOM FOR YOUR PARTICULAR FUNCTION)
  3. **BOXES** (IN WHICH ITEMS ARE TRANSPORTED TO/FROM)
- ABSOLUTELY **NO SMALL CONFETTI** IS ALLOWED!
- **NO TACKING OR TAPING** OR USE OF ITEMS ON THE BANQUET HALL CEILING AND/OR WALLS!
- **BURNING OF CANDLES IS PROHIBITED** AS STATED IN THE FIL-COM CENTER'S BROCHURE!!!

*An additional **CLEANING FEE** will be accessed **(UP TO BUT NOT LIMITED TO \$250.00)** for any of the above which could result in damages to the Filipino Community Center Ballroom(s)---ceiling, walls, floors and/or other furnishings---that would ultimately require Marians Catering Service Personnel to clean up and dispose of at the end of your function.*

### OUTDOOR

- **EVERYTHING THAT IS STATED ABOVE** (WITH THE INDOOR DECORATING) **APPLIES TO THE PREMISES SURROUNDING THE BALLROOM(S)** WITH THE INCLUSION OF: THE FIL-COM COURTYARD AS STATED BELOW...

### FIL-COM COURTYARD

- IN THE EVENT THE COURTYARD IS OCCUPIED BY YOUR GUESTS AND **AN EXCESSIVE AMOUNT OF CLEANING IS REQUIRED AT THE CLOSING OF YOUR FUNCTION** (WITH THE DISCRETION OF THE ON-SITE BANQUET AND CATERING MANAGER) **AN ADDITIONAL FEE WILL BE ACCESSED (UP TO BUT NOT LIMITED TO \$250.00).**

**FIL-COM MENU PRICES (AT A GLANCE)**

<u>2010 MENU PRICES</u>	<u>ADULT</u>	<u>CHILDREN</u> (0-10 YRS. OLD)
LUNCHEON BUFFET	\$ 21.95	\$ 15.50
DINNER BUFFET	\$ 23.75	\$ 16.75
CONTINENTAL	\$ 24.75	\$ 17.50
ORIENTAL	\$ 26.75	\$ 18.75
POLYNESIAN	\$ 27.75	\$ 19.50
DELUXE BUFFET (REGULAR)	\$ 27.95	\$ 19.75
DELUXE BUFFET (CHEF CARVED BARON OF BEEF)	\$ 33.90	\$ 23.75
DELUXE BUFFET (CHEF CARVED PRIME RIB)	\$ 34.90	\$ 24.50

**ADDITIONAL SERVICES & ITEMS**

**CARTAGE [ka'artij ] FEE:** the cost to transfer & transport food items for presentation purposes.

Client may supply outside food which we do not prepare and/or simply are not providing for your function. But only upon approval by Marians Catering management will such be allowed. Therefore, a waiver form must be signed and turned into our office at least two weeks prior to your event.

The following cartage fees may apply:

Pupu/Appetizers	\$ 0.50/person	(up to 3 items)
Entrée	\$ 1.00/person	(per item)
Dessert	\$ 0.50/person	(up to 3 items)
Specialty Decorated Cake (Birthday, Graduation, Wedding, etc.)	NO CHARGE	

**HEAD TABLE/VIP SERVICES:**

Head Table Hand Service with Chinaware at \$ 15.00 per person  
Hand Service for Parents' Table - \$ 100.00 per table (round of 10)

Upgraded Plasticware \$ 4.75

Upgrade to Chinaware \$ 10.00 per person

(Dinner Plate, Water Goblet, Dinner Fork, Dinner Knife, Dessert Fork or Spoon, & Linen Napkin)

**EXTRA TABLE(S):**

- Guest Table (any additional table placement once function has begun) \$ 100.00 per (round) table
- Specialty Decorated Cake Table \$ 50.00 (small) or \$ 75.00 (large)

**COLORED LINEN (optional):**

White colored linen is included in the above menu prices but colored linen (subject to availability) is an additional \$ 3.00 per round table covering.

All prices subject to change and the 15% Service Fee and Hawaii General Excise Tax.

# MARIANS CATERING

## Luncheon Buffet

### SALADS

(Includes **ALL Four** Items)

Mixed Greens with Dressings

Potato & Macaroni Salad

Fresh Fruit Salad

Pasta Salad

### STARCH

(Choice of **One**)

Sushi (Maki & Oshi)

Steamed White Rice

Mashed Potato

Fried Rice

### NOODLES

(Choice of **One**)

Fried Noodles w/Char Siu & Parsley

Chicken Chow Mein

Pork Long Rice

Pancit

### ENTREES

(Choice of **Two**)

Roast Beef w/Gravy

Teriyaki Beef

Beef Broccoli

Roast Porkloin w/Gravy

Sweet Sour Spareribs

Pork Adobo

Teriyaki Chicken

Shoyu Chicken

Fried Chicken

Mahi Mahi Tempura w/Tartar Sauce

Sautéed Mahi Mahi w/Tartar Sauce

Seafood Newburg

### Includes:

(**BOTH** are Included)

Vegetable du Jour

Potato Rolls with Butter

### DESSERT

(Choice of **One**)

Chocolate Chiffon Cake

Vanilla Chiffon Cake

### BEVERAGE

(**ALL** are Included)

Tropical Fruit Punch

Hot Kona Coffee & Tea w/Condiments

**Price Per Person: \$21.95**

Additional Item from entrée list – Add \$3.00

All prices subject to change and the 15% Service Fee and Hawaii General Excise Tax.

Menu items are subject to availability

P.O. BOX 861597 WAHIAWA, HI 96786 PHONE (808) 621-6758 FAX (808) 621-3670

# MARIAN'S CATERING

## Dinner Buffet

### SALAD BAR

(Includes **ALL** Three Items)

Mixed Greens with Dressings  
Potato & Macaroni Salad  
Assorted Fresh Fruit Salad

### STARCH

(Choice of **One**)

Sushi (Maki & Oshi)    Mashed Potato  
Steamed White Rice    Rice Pilaf  
Fried Rice

### NOODLES

(Choice of **One**)

Fried Noodles w/Char Siu & Parsley  
Chicken Chow Mein    Pork Long Rice  
Pancit    Yakisoba

### ENTREES

(Choice of **Three**)

Roast Beef w/Gravy	Baked Ham w/Apricot Glaze	Chicken Aritada	Mahi Mahi Almondine w/Tartar Sauce
Beef Aritada	Sweet-Sour Spareribs	Teriyaki Chicken	Mahi Mahi Tempura w/Tartar Sauce
Teriyaki Beef	Pork Gisantes	Chicken Adobo	Sautéed Mahi Mahi w/Tartar Sauce
Beef Broccoli	Pork Adobo	Fried Chicken	Seafood Newburg

### **Includes:**

(**BOTH** are Included)

Vegetable du Jour  
Potato Rolls with Butter

### DESSERT

(Choice of **One**)

Chocolate Chiffon Cake    Vanilla Chiffon Cake    Coconut Cake

### BEVERAGE

(**ALL** are Included)

Tropical Fruit Punch    Hot Kona Coffee & Tea w/Condiments

**Price Per Person:    \$23.75**

### OPTIONS

Chef Carved Roast Baron of Beef w/Condiments	add \$5.95
Chef Carved Prime Rib w/Condiments	add \$6.95
Additional Item from entrée list	add \$4.00

All prices subject to change and the 15% Service Fee and Hawaii General Excise Tax.  
Menu items are subject to availability

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# MARIAN'S CATERING

## Continental Buffet

### SALADS

(Choice of **Three**)

Assorted Relish Tray w/Dip  
Mixed Greens w/Dressing  
Chinese Chicken Salad  
Bamboo Shoot Salad  
Namasu

Bean Sprout and Watercress Namul  
Assorted Fresh Fruit Salad  
Potato/Macaroni Salad  
Macaroni Salad  
Pasta Salad

### STARCH

(Choice of **Two**)

Sushi (Maki & Oshi)  
Steamed White Rice  
Mashed Potato  
Rice Pilaf  
Fried Rice

Fried Noodles w/Char Siu & Parsley  
Chicken Chow Mein  
Chow Fun Noodles  
Pork Long Rice  
Pancit

### ENTREES

(Choice of **Four**)

Roast Beef w/Gravy  
Kal Bi Short Ribs  
Beef Apritada  
Teriyaki Meat  
Beef Broccoli

Chicken Apritada  
Teriyaki Chicken  
Chicken Adobo  
Shoyu Chicken  
Fried Chicken

Roast Porkloin w/Gravy  
Sweet Sour Spareribs  
Pork Gisantes  
Teriyaki Pork  
Pork Adobo

Mahi Mahi Almondine w/Tartar Sauce  
Mahi Mahi Tempura w/Tartar Sauce  
Sautéed Mahi Mahi w/Tartar Sauce  
Sweet-Sour Shrimp  
Seafood Newburg

### Includes:

(**BOTH** are Included)

Vegetable du Jour  
Potato Rolls with Butter

### DESSERT

(Choice of **One**)

Chocolate Chiffon Cake    Vanilla Chiffon Cake    Orange Chiffon Cake

### BEVERAGE

(**ALL** are Included)

Tropical Fruit Punch    Hot Kona Coffee & Tea w/Condiments

**Price Per Person:    \$24.75**

All prices subject to change and the 15% Service Fee and Hawaii General Excise Tax.  
Menu items are subject to availability

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# MARIAN'S CATERING

## Oriental Buffet

### SALADS/APPETIZERS

(Choice of **Three**)

Potato/Macaroni Salad  
Chinese Chicken Salad  
Somen Salad

Tofu & Watercress Salad  
Namasu w/Clams  
Ogo Salad

Morimono (fishcake, haupia and fruits)  
Beansprout & Watercress Namul  
Assorted Tsukemono Platter

### STARCH

(Choice of **Two**)

Assorted Sushi Platter  
(Maki, Oshi, Teppo and Inari)

Steamed White Rice  
Fried Rice

Fried Noodles w/Char Siu & Parsley

Shoyu Pork Long Rice  
Chicken Chow Mein  
Yaki Soba Noodles

### ENTREES

(Choice of **Four**)

Beef Vegetable Stir-Fry  
Teriyaki Flap Meat  
Kal 'Bi Short Ribs  
Beef Broccoli  
Teriyaki Beef  
Meat Jun

Mochiko Chicken  
Chicken Nishime  
Teriyaki Chicken  
Chicken Katsu  
Shoyu Chicken  
Fried Chicken

Pork Vegetable Stir-Fry  
Okinawan Shoyu Pork  
Sweet-Sour Spareribs  
Teriyaki Pork  
Pork Cutlet  
Pork Tofu

Mahi Mahi Tempura w/Tartar Sauce  
Sautéed Mahi Mahi w/Tartar Sauce  
Shrimp Tempura w/Cocktail Sauce  
Sweet-Sour Shrimp  
Seafood Stir-Fry  
Sweet-Sour Fish

(Choice of **One** of the Following)

Sliced Tako w/Miso Sauce  
Sashimi w/Mustard Sauce  
Fish or Tako Poki

### DESSERT

(Choice of **One**)

Assorted Manju and Mochi  
Orange Chiffon Cake

Chocolate Chiffon Cake  
Vanilla Chiffon Cake

### BEVERAGE

(**ALL** are Included)

Tropical Fruit Punch

Hot Kona Coffee & Tea w/Condiments

**Price Per Person: \$26.75**

All prices subject to change and the 15% Service Fee and Hawaii General Excise Tax.  
Menu items are subject to availability

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# MARIAN'S CATERING

## *Polynesian Buffet*

*Includes the Following:*

*Kalua Pig  
Chicken Long Rice  
Squid or Chicken Luau ~or~ Hawaiian Beef Stew  
Teriyaki Beef  
Fried ~or~ Shoyu Chicken  
Fish ~or~ Tako Poke  
Lomi Lomi Salmon  
Haupia  
Fresh Pineapple  
Steamed White Rice  
Sweet Potato*

### *DESSERT*

*(Choice of One)*

*Vanilla Chiffon Cake*

*Guava Chiffon Cake*

*Haupia Chiffon Cake*

### *BEVERAGE*

*(ALL are Included)*

*Tropical Fruit Punch*

*Hot Kona Coffee & Tea w/Condiments*

***Price Per Person: \$27.75***

*Following entrées are available at an additional cost per person:*

*Poi (upon availability) @ \$1.75*

*Raw Crab @ Market Price*

*Pork or Chicken Lau Lau @ \$3.75*

*Substitute Lau Lau for Kalua Pig @ \$1.75*

All prices subject to change and the 15% Service Fee and Hawaii General Excise Tax.  
Menu items are subject to availability

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# MARIAN'S CATERING

## Deluxe Buffet

### SALADS/NOODLES

(Choice of *Four*)

Mixed Greens w/Dressings	Potato/Macaroni Salad	Fried Noodles w/ Char Siu & Parsley	Jell-O Squares
Assorted Fresh Fruit Salad	Marinated Mushrooms	Shoyu Pork Long Rice	Somen Salad
Chinese Chicken Salad	Potato Salad	Chicken Chow Mein	Kim Chee
Namasu w/Clams	Pasta Salad	Pancit	Cole Slaw

### STARCH

(Choice of *Two*)

Assorted Sushi Platter (maki, oshi, teppo and inari)		
Steamed White Rice	Mashed Potato	Baked Potato w/Condiments
Fried Rice	Rice Pilaf	Parsley Boiled Potato

### ENTREES

(Choice of *Three*)

Tenderloin of Beef Stroganoff Ala Cream Style	Chicken Breast & Broccoli Oriental Stir-Fry	Roast Tenderloin of Pork w/ Wild Mushroom Sauce	Steamed Snapper wrapped w/ Bok Choi & Ginger Lime Sauce
Sliced London Broil w/ Shoyu, Ginger Marinade	Braised Chicken Merlot (Coq Au Vin)	Hoisin Baby Back Ribs w/ Guava Glaze	Mahi Mahi Provencal w/ Tomato & Zucchini
Braised Short Ribs w/ Shiitake Cream Sauce	Breast of Chicken Ala Picata Style	Pork Medallions w/ Shiitake Brown Sauce	Black Bean Shrimp Ala - Oriental Stir - Fry

**\*NOTE:** You may also select entrées from the other menus.

### Includes:

(**BOTH** are Included)

Vegetable du Jour	Potato Rolls with Butter
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### DESSERT

Assorted Cakes & Pies

### BEVERAGE

(**ALL** are Included)

Tropical Fruit Punch	Hot Kona Coffee & Tea w/Condiments
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**Price Per Person: \$27.95**

The following are offered at an additional cost per person and served with Au Jus, Gravy and Horseradish:

**Chef Carved Baron of Beef @ \$5.95**

**Chef Carved U.S. Choice Prime Rib @ \$6.95**

All prices subject to change and the 15% Service Fee and Hawaii General Excise Tax.  
Menu items are subject to availability

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# MARIANS CATERING

## Ala Carte Menu

### Beef Entrees

Asian Braised Beef	Beef Sukiyaki	Meat Jun
Baron of Beef w/Rolls	Beef Teriyaki Sticks	Roast Beef w/Gravy
BBQ Ribs (Western Style)	Beef Tips w/Mushrooms	Teriyaki Beef
Beef Broccoli	Braised Beef w/Vegetables	Teriyaki Flap Meat---Steak Cut
Beef Kebobs	Kal Bi Short Ribs	U.S. Choice Prime Rib w/Au Jus
Beef Stew	Meatballs (Sweet-Sour or Teriyaki)	

### Chicken Entrees

Apricot Chicken	Chicken Luau	Mushroom Chicken
Baked Parmesan Basil Chicken	Chicken Nishime	Oyster Chicken
BBQ Chicken	Chicken Yakitori Sticks	Roast Turkey
Chicken Adobo	Chinese Style Boneless Chicken	Shoyu Chicken
Chicken Drumettes	Crispy Fried Chicken Thighs	Spicy Thai Chicken
Chicken Katsu	Garlic Chicken	Stir Fried Chicken w/Vegetables
Chicken Lau Lau	Lemon Chicken	Teriyaki Chicken

### Pork Entrees

Baked Ham	Pork Adobo	Roast Pork Loin w/Gravy
BBQ Baby Back Ribs	Pork Cutlet	Roast Suckling Pig
Cut Pork Chops w/Mushroom Crème Sauce	Pork Gisantes	Sweet-Sour Spareribs
Kalua Pig	Pork Lau Lau	Teriyaki Pork
Okinawan Shoyu Pork	Pork Tofu	Western BBQ Pork Ribs

### Seafood Entrees

King Crab Legs	Seafood Newburg	Steamed Fish---Chinese Style
Mahi Mahi Tempura	Shrimp Scampi on Noodles	Steamed Fish w/Burre Blanc or Caper Crème Sauce
Sauteed Mahi Mahi	Shrimp Kebobs	Sweet Sour Shrimp
Scallops w/Asparagus Tips and Black Bean or Piccata Sauce	Shrimp Tempura	

### Appetizers & Other Entrees

Ahi Tartar	Fish Poke	Scallop Ceviche
Assorted Cheese & Cold Cut Platter	Gyoza w/Sauce	Shrimp Cocktail w/Sauce
Chilled Crab Claws	Kim Chee	Smoked Salmon Mousse
Chilled King Crab Legs	Lumpia w/Sauce	Spicy Tuna Maki
Crispy Won Ton w/Sauce	Oysters on Half Shell	Stuffed Mushrooms
Finger Sandwiches (Egg or Tuna)	Sashimi w/Sauce	Tako Poke (Continued on Page 12...)

# MARIANS CATERING

## Ala Carte Menu

### Starch Entrees

<i>Baked Beans</i>	<i>Mashed Potatoes</i>	<i>Shoyu Pork Long Rice</i>
<i>Baked Potato w/Condiments</i>	<i>Musubi</i>	<i>Spicy Tuna Maki</i>
<i>California Maki</i>	<i>Pancit</i>	<i>Steamed White Rice</i>
<i>Chicken Chow Mein</i>	<i>Parsley Boiled Potatoes</i>	<i>Sushi (Maki, Inari, Oshi, &amp; Teppo)</i>
<i>Chicken Long Rice---Luau Style</i>	<i>Potato Munchkins</i>	<i>Sweet Potato</i>
<i>Dinner Rolls</i>	<i>Potato Rolls</i>	<i>Taro Rolls</i>
<i>Fried Noodles (w/Char Siu &amp; Parsley)</i>	<i>Rice Pilaf</i>	<i>Taki Soba</i>
<i>Fried Rice</i>		

### Salad/Vegetarian Entrees

<i>Bamboo Shoot Salad</i>	<i>Lomi Lomi Salmon</i>	<i>Somen Salad</i>
<i>Carrot &amp; Raisin Salad</i>	<i>Macaroni Salad</i>	<i>Spinach Salad</i>
<i>Chinese Chicken Salad</i>	<i>Mixed Greens (w/Dressings)</i>	<i>Steamed Fresh Broccoli</i>
<i>Cole Slaw</i>	<i>Mixed Hot Vegetables</i>	<i>Three Bean Salad</i>
<i>Corn Niblets</i>	<i>Namasu</i>	<i>Tomato Salad</i>
<i>Cucumber Salad</i>	<i>Namul</i>	<i>Tuna/Salmon Salad</i>
<i>Cucumber &amp; Tomato Salad</i>	<i>Pasta Salad</i>	<i>Vegetable Lasagna</i>
<i>Eggplant Parmesan</i>	<i>Potato/Macaroni Salad</i>	<i>Vegetable Stir Fry</i>
<i>Fresh Fruit Salad</i>	<i>Potato Salad</i>	<i>Vegetable Tempura</i>
<i>Green Beans (Fresh Cut)</i>	<i>Potato Tempura</i>	<i>Watercress Tofu Salad</i>
<i>Jell-O Squares</i>	<i>Relish Tray</i>	

### Desserts

<i>Chocolate Kahlua Mousse</i>	<i>Melona Mousse</i>	<i>Pies (Apple, Chocolate, Custard, etc.)</i>
<i>Crème Brulee</i>	<i>Mini Decadence by Sugar Rush</i>	<i>Pineapple Spears</i>
<i>Fresh Fruit Salad</i>	<i>Mochi and Manju</i>	<i>Sheet Cakes (Chocolate, Guava, Haupia, Orange, or Vanilla)</i>
<i>Haupia Squares</i>		

### Lechon

<i>Chopped</i>	\$ 6.75 per lb.
<i>Fully dressed and presented with sauce</i>	\$550.00 (100 lb. pig)

All prices (inquire cost when booking) are subject to change as well as the 15% Service Fee and Hawaii General Excise Tax.  
Menu items are subject to availability



# MARIANS CATERING

## FILIPINO COMMUNITY CENTER BANQUET HALL & INDEMNITY AGREEMENT

We (I) the undersigned have received and read the FILIPINO COMMUNITY CENTER BANQUET HALL POLICIES AND PROCEDURES and we (I) hereby acknowledge and understand the rules, policies and requirements outlined above. I agree to abide by these rules and assume responsibility for my guest's actions. We (I) are aware that management reserves the right to terminate the function at any time that these policies are not followed and for the safety of the guests and employees. I am also aware that I am responsible for any damages that may occur during the use of the facilities. For cancellation of reservations, a written letter stating request to cancel is required and results in forfeiture of the **\$500.00 security deposit**. Any cancellation of an event or guest count reduction of more than 25% is subject to a cancellation fee based on the number of days prior to and estimated charges of the event: 30 days at 100%, 60 days at 75%, 90 days at 50%, 120 days or more at 25%.

A **deposit of 50%** of the total estimated cost must be paid **thirty (30) days prior to your function date**. **Final guaranteed head count and balance due two (2) weeks/(14 days) prior to your function date**. A Service Fee (15%) and the current Hawaii State General Excise Tax will be applied to the total cost of each function. Any additional charges resulting from changes up to your function's date will be due before or on the day of your function. **Personal checks** will be accepted **only if it is received two (2) weeks prior to event**. **CREDIT CARDS ARE NOT ACCEPTED**. Any unpaid balance after the function is subject to a finance charge of one percent (1.0%) per month until paid. A **fee of \$30.00** will be assessed on any **check returned from the bank**.

We (I) the undersigned do hereby fully and completely release Marians Catering and the Filipino Community Center and all of its related companies, employees and assigns from and against any and all claims arising out of, or connected with directly or indirectly to the use of our own liquor at your/our function.

_____	_____	_____	_____
PRINT NAME	HOME PHONE NUMBER	BUSINESS/CELL PHONE #	
_____	_____	_____	_____
ORGANIZATION (If Applicable)	EMAIL	FACSIMILE NUMBER	
_____	_____	_____	_____
MAILING ADDRESS	CITY	STATE	ZIPCODE
_____	_____	_____	_____
SIGNATURE	DATE	_____	_____

DATE/DAY OF FUNCTION: \_\_\_\_\_ BALLROOM: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_ NO. OF GUESTS: \_\_\_\_\_

**Please complete the information requested above as well as on page 15 of this brochure and return with your security deposit payable to:**

***Marians Catering, P.O. Box 861597, Wahiawa, HI 96786***

## Event Information Sheet

Guest Count: Adults \_\_\_\_\_ Children (10 & under) \_\_\_\_\_

Function Time of Day: \_\_\_\_\_ Lunch 10:30 am – 2:30 pm or \_\_\_\_\_ Dinner 6:00 pm – 11:00 pm

Start Time(s):

To Decorate \_\_\_\_\_ am/pm To Open Bar (if any) \_\_\_\_\_ am/pm Eat Time \_\_\_\_\_ am/pm

Bar Station \_\_\_Yes/No

Liquor Supply Marians or Client/Host of Party

Soda Station \_\_\_Yes/No

Cash Bar

Host or No Host up to \$ \_\_\_\_\_  
(Liquor License must be obtained 3 weeks prior to event)

Room Selection: Grand Ballroom\_\_\_ Room A\_\_\_ Room B\_\_\_

*For the following information, please refer to the floor plan (if any):*

Stage	8' x 12' (STANDARD) _____	Dance Floor	12' x 15' (STANDARD dimensions) _____
	8' x 18' (Medium) _____		18' x 18' (Square) _____
	8' x 24' (Large) _____		9' x 21' (Rectangular) _____
		Other	_____

**Additional Requests:**

- Yes/No Head Table Count will be \_\_\_\_\_ (\_\_\_\_On Stage **AND/OR** \_\_\_\_\_ "Plated/Sit-Down" Service)
- Yes/No Assigned Seating for Guests---Table Tops of \_\_\_\_\_8 **OR** \_\_\_\_\_10
- Yes/No Reserved Signs on Tables---#s \_\_\_\_\_thru\_\_\_\_\_
- Yes/No Reception & Gift Table with \_\_\_\_\_chairs
- Yes/No DJ Table (\_\_\_\_On stage **OR** \_\_\_\_\_On the carpet)
- Yes/No "Specialty Decorated Cake" Table [\_\_\_\_SM (\$50.00) **OR** \_\_\_\_\_LG (\$75.00), \_\_\_\_\_Marians to cut & serve cake]
- Yes/No Live Band (\_\_\_\_On stage **OR** \_\_\_\_\_On the carpet)
- Yes/No Podium with Microphone (\_\_\_\_On stage **OR** \_\_\_\_\_On the carpet)
- Yes/No Slide Show (*as a suggestion---try to view shortly after dinner, if possible*)  
Projection Screen by \_\_\_\_\_Glass Doors **OR** \_\_\_\_\_Mural
- Yes/No Banner or Sign (\_\_\_\_\_will be the length; therefore, \_\_\_\_\_lattice pieces shall be necessary)
- If any Leftovers---\_\_\_\_Offering guests to take home **OR** \_\_\_\_\_Just pack & wrap for Host Family
- If bringing in own pupus/desserts [**cartage fee(s)** will be applied as well as a **waiver form** must be signed at least two (2) weeks prior to the function as well as **paper goods must be provided by host**]  
What Type of Pupus \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Desserts \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- Linen: Tablecloth Color \_\_\_\_\_ Napkin---\_\_\_\_Disposable **OR** \_\_\_\_\_Cloth Color \_\_\_\_\_

Circle Preference of Buffet: Luncheon Dinner Continental Oriental Polynesian Deluxe Other

Menu Selection: Please list your menu options/substitutions below


**Necessary Information:**

- Absolutely **NO SMOKING** is allowed in the ballroom(s) or anywhere within the courtyard. The **ONLY** designated **SMOKING AREA IS BEYOND THE ENTRANCE GATES!**
- Marians Catering crew would appreciate a ½ hour advance notice as to when the invocation will take place so the food on the buffet line can promptly be unwrapped.
- The dinner buffet line usually remains open for 1½ hours.
- Last call for alcohol as well as last song played is ½ hour before end of function (approx. 2:30 pm Lunch or 10:30 pm Dinner unless an extension is confirmed prior to start of function).