



3660 Waialae Avenue * Honolulu, Hawaii 96816
Tel: (808) 737-1177 * Email: banquets@3360.com
www.3660ontherise.com

PRIVATE DINING ROOMS & GENERAL INFORMATION

ROOM RESERVATIONS

Our private dining rooms are assigned by the estimated number of guests. We reserve the right to change the room venue to suit the number of guests expected if the attendance drops or increases. A room charge may be applied to groups under 10 guests. Room reservations are 3 hours for day events and 4 hours for evening events.

DEPOSITS & PAYMENT

A signed copy of the general information & credit card information is required to confirm your banquet room reservation.

A 20% deposit of estimated total will be required if another party requests the date of your event. All food and beverage are subject to a 20% service charge and 4.712% Hawaii general excise tax. Miscellaneous items are subject to 4.712% Hawaii GET. Service charge is distributed among all service employees. Payment may be made by cash, credit card or cashier's check and is due at the conclusion of the event. **3660 gift cards up to \$150.00 may be applied to your final balance.**

The Client, and any vendor or contractor retained by the Client are jointly and individually responsible for any damage to the private rooms and will be responsible for replacement charges of any loss or damages to equipment at 3660 on the Rise. Decorations are welcome **except** for glitter and confetti. If special cleaning is necessary after the event, a \$300.00 fee will apply.

GUARANTEE & CANCELLATION

Tentative count due 2 weeks prior to the event date. Final count due 5 days prior to event date.

Cancellations: 7-5 days prior to event date – 50% of estimated amount due.

4-2 days prior to event date – 75% of estimated amount due.

1-Day of event – Total amount due of estimated total.

FOOD & BEVERAGE

Our printed menus are used as a guideline when planning your event. We would be happy to customize a menu to suit your individual needs. **Menu selections must be made no later than 21 days prior to your function.** For customized lunch or dinner pre-fixed menu, guests' choice of entrées **must** be provided 5 days prior, along with your final head count

We also offer a complete selection of beverages and wines to complement your event. All food and beverages must be purchased exclusively from 3660 on the Rise except for a cake. Beverage sales, services and consumption are regulated by the City and County of Honolulu Liquor Commission. Any unauthorized outside liquor consumed will be subject to a corkage fee. Children 3-10 years old will be 50% off the adult buffet pricing. Children ages 2 and under will be no additional charge.

PARKING

Sunday through Saturday Events: Parking is located in the 3660 Building, validation stickers are available for purchase at \$6 for 5.5 hour validation or payment by credit card is accepted when exiting the parking structure.

All hosted parking will be added to the bill at the end of your event

*Note: Parking fees are managed by Elite Parking Management and are subject to change at anytime.

SPECIAL SERVICES

Rental fee for a projector and screen is \$150.00 plus tax, HDMI cables are included in pricing. Rental cost for adaptor use is \$25.00. A podium and wired microphone are available at no charge.

Signature: _____ Date: _____

