



LEAHI ROOM & LANAI

Add Ons

VENUE FAQ

Prices mentioned below may change without notice

What is included in the rental fee?

Tables, chairs, white linen, silverware, glassware, plates, satellite bar + staffing.

Is a DJ allowed to perform on the lanai?

No. Due to the proximity of the Leahi Lanai to both residential buildings as well as hotel guest rooms, any amplified music (including a DJ or live band) must be set up inside the Leahi Room (ballroom). However, lounge level music (ex: solo artist, ukulele artist, etc.) is permitted to be performed on the lanai.

Is there parking?

The hotel offers valet parking, which can be validated for a fee, but please note that parking is very limited and priority is given to the guests staying at the hotel. Therefore, we recommend that you park at the Honolulu Zoo across the street (\$1.50/hour) or street parking.

Can I use only the lanai space for my event?

Yes. However, the venue rental fee will not be discounted.

What time can I (the host) and/or vendors come in to set up?

We typically allow 2 hours prior to the start time of your event for set up and 1 hour after for breakdown. However, this may vary depending on previously booked events.

Can we bring in our own decorations?

Yes. However, the venue is not responsible for clean up. The use of tape or other adhesives on walls, doors, furniture, carpets, flooring, or any other areas in the function space is prohibited. Please see your Event Manager for more information.

Are balloon decorations allowed?

Yes. However, the client (or hired vendor) is responsible for pick up and/or breakdown and disposal of all balloons and associated materials. The venue is not responsible for popping or disposing of any balloons or associated materials. Any cleanup not coordinated or executed by the client/vendor may result in additional fees.

Are artificial flowers allowed for flower petal showers etc.

No. To be mindful of our surroundings and the potential environmental impact, we only accept fresh flower petals for flower showers. Centerpieces and arch decor made from artificial flowers are permitted as long as they do not include loose petals.

Does the venue provide entertainment?

No. However, you may hire your own outside entertainment vendors as long as they are insured. Please review our preferred vendor list.

Does the venue provide any AV equipment?

Yes. You may choose to add our speaker package (EV EVOLVE 50 bluetooth speaker + 2 wireless, handheld microphones) for \$200+tax and/or our projector + dongle for \$88+tax. Any other AV equipment may be provided by insured vendors.

Are dogs allowed in The Leahi Room?

Yes. The associated fees are \$125/pet (for up to two pets) or \$500/event (for more than 2 pets). If the dog(s) will be limited to only the Leahi Lanai then the above fees will be waived. Additional fees will apply if "accidents" take place on property.

GUIDELINES

Prices mentioned below may change without notice

SERVICE CHARGE & SALES TAX

All food and beverage prices are subject to a 20% service charge. Hawaii General Excise Tax, currently 4.712%, will be added to all food, beverage, labor, service charge, and miscellaneous charges.

PRICING AND MENU AVAILABILITY

Prices on the following menus are subject to change based on market fluctuations. All pricing will be confirmed ninety (90) days prior to your event. Total costs vary according to the menu selection & type of event.

DEPOSITS

\$1000 non-refundable deposit required upon signing the contract. The \$1000 will be credited towards your final payment. Please also refer to the deposit schedule as it appears on the contract.

GUARANTEES

Final food menu choices are required fourteen (14) days prior to event. A final guest count is required seven (7) business days prior to the event and may not be reduced thereafter. In order to provide exceptional service to your guests, the maximum overset for all meal functions is 5% over the guarantee. Please note that a minimum food and beverage amount is indicated in the catering agreement.

OVERTIME

Functions must begin promptly at the scheduled start time and all guests must vacate the designated event space at the end time indicated on the final Banquet Event Order. For each hour of accrued overtime the below charges will be applied to your master account:
\$500.00 for groups of 35 people or less, \$1,000.00 for groups of 36-100 people, \$1,500.00 for groups of 101-150 people, and \$2,000.00 for groups over 150 people.

SPECIAL REQUESTS

Special dietary restrictions must be requested within thirty (30) days of the event. Any requests made after this deadline will be accommodated as best as possible but may not be guaranteed.

FOOD AND BEVERAGE

All food and beverage must be purchased exclusively through Plan Do See and consumed in the designated function areas. Plan Do See is the only licensed authority to serve alcoholic beverages on the grounds to guests 21 and over, therefore outside alcoholic beverages (including those purchased from Deck.) are not permitted in the Leahi Room & Lanai.

KIDS MEALS

Kids Meals are discounted at 50% off the regular buffet menu price for children 4 -12 years old; children 3 and younger will not be charged. This discount is not applicable if the \$26.00++ Kids Menu is chosen.

BUFFETS

Minimum of 25 people is required for all buffets. Buffets are not “all-you-can-eat” and are portioned per-person. Buffets will be set for 90 minutes. No leftover buffet food items may be taken from the premises.

Additional Chiavari Chairs Ceremony

\$5 each

50 chairs included in wedding rental fee



Peacock Chair

\$200 a pair



Undecorated Wooden Arch

\$150

included in wedding rental fee



High Top Tables + Spandex

(Black or White)

\$15 each

3 tables are complementary



Fresh Purple Single Orchid Lei

\$12 each

other colors available upon request.

prices may vary.

orders are subject to a \$10 flat

delivery fee.



White Wooden Lei Stand

\$50 each

Stand fits up to 30 leis*



All item are subject to Hawaii General State Tax, currently 4.712%.

Projector Package

EPSON Home Cinema 880
Projector / Dongle / Clicker
\$88

Speaker Package

One EV EVOLVE Bluetooth Speaker
Two Wireless Microphones / A Podium
\$200

Metal Black Easel

\$ 20 each
Up to 2 - Size adjustable



Acrylic Holders (4in x 6in)

\$ 3 each



Glass Vases / Votives

up to 10 for each style
#1 - \$3 each #2 - \$3 each
#3 - \$4 each #4 - \$4 each



Bar Stools
\$ 15 each

Black Dessert Platters

\$15 for your selection



Small Wooden Easel

\$5 each

***Up to 4**



Gold Candle Votive including LED

\$1.50 each

Up to 39 available



Tropical Centerpiece

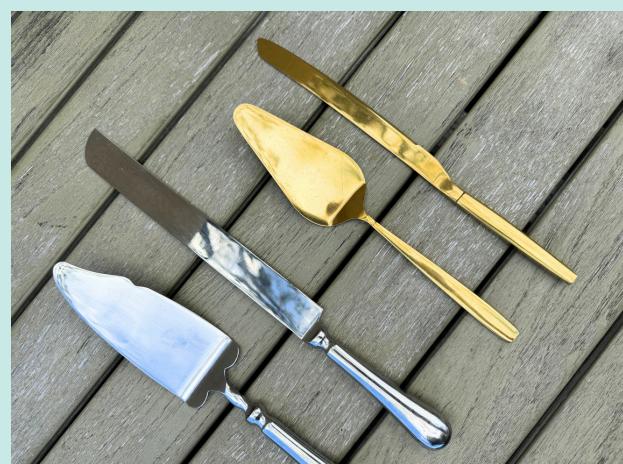
Pineapples, Scattered purple orchids, Ti leaf

\$25 per table



Cake Knife & Server (Gold or Silver) \$25

Chef Cake Cutting/Plating/Serving Fee \$50



Gold

\$5 each

Up to 50

Black Weaved

Wire Charger

\$5 each

Up to 19





Custom Table Menu cards

\$5 per card

Maximum 50

+ \$125 design / layout fee

**We will create a menu design
based on your preference!**