LEAHI ROOM & LANAI

Venue Details & Planning Guide



	BANQUET ROUNDS	U-SHAPE	BOARDROOM	CLASSROOM	THEATER	COCKTAIL RECEPTION	SQ.FT.
LEAHI ROOM PAX	135*	50	50	60**	180	220	2,786
LEAHI LANAI PAX	60	-	-	-	-	100	2,160

**Up to 150 guests can be accommodated with 15 tables of 10, although space for additional features, such as a photo booth or stage, will be limited.
**Up to 80 attendees can be accommodated with narrower tables rented from an outside vendor.

For more information, please contact our events department:

events@leahiandlanai.com
808.931.4450

FOOD & BEVERAGE

Prices mentioned below may change without notice

CATERING

Our in-house culinary team offers buffet, plated, and reception-style menus, plus breakfast and lunch options for daytime events. Buffets require a minimum of 25 guests and must be ordered for the full guest count. Breakfast and lunch menus are available for events ending before 2 PM; dinner menus are available throughout the day.

OUTSIDE FOOD & DESSERTS

Outside catering is not permitted. Desserts and pastries from commercial bakeries are welcome. Cake cutting and dessert presentation services may be available for an additional fee.

DIETARY REQUESTS

Please submit dietary restrictions at least 30 days before your event. Later requests will be accommodated when possible but cannot be guaranteed.

BAR SERVICE

Beer and spirits must be purchased through The Leahi Room & Lanai. Unopened 750 mL wine bottles may be brought in with approval and a $30 plus tax corkage fee per bottle. Drinks purchased at the neighboring DECK. restaurant cannot be brought into private events because it operates under a separate liquor license.

FOOD & BEVERAGE MINIMUMS

Cash-bar purchases count toward the food and beverage minimum. Your proposal will specify the minimum applicable to your event.

MENUS

For selections and current pricing, please see our separate Food Menu and Beverage Menu PDFs.

VENUE POLICIES & EVENT OPTIONS

Prices mentioned below may change without notice

WHAT IS INCLUDED

Your venue rental fee includes tables, chairs, white linens (tablecloths and napkins), plates, silverware, glassware, a satellite bar, and bar staffing. The Lanai may be used on its own, but the full venue rental fee will still apply.. Additional rentals and enhancements are available for a fee.

MUSIC & ENTERTAINMENT

DJs, bands, and other amplified entertainment must be set up inside the Leahi Room due to nearby hotel rooms and residences. Lower-volume entertainment, such as a solo musician or ukulele performer, is permitted on the Lanai (time restrictions apply). Outside entertainment vendors must meet insurance requirements.

DECORATIONS

Floral arrangements, centerpieces, balloons, and other decorations are welcome. Tape and other adhesives may not be applied to venue surfaces. Only fresh flower petals may be used for petal showers; artificial petals are not permitted. Clients and vendors are responsible for removing decorations and cleaning up.

EQUIPMENT & ADD-ONS

Speaker and microphone packages, projection equipment, and other rentals are available for an additional fee. See the separate Rentals & Add-Ons PDF for options and pricing.

PETS

Pets may be permitted, subject to venue requirements and possible fees. Please discuss your plans with the events team before booking.

PLANNING & BOOKING DETAILS

Prices mentioned below may change without notice

SETUP & BREAKDOWN

We typically allow two hours before your event for setup and one hour afterward for breakdown. Actual access times depend on other scheduled events. Discuss extensive setups or special vendor needs before booking.

PARKING

Paid valet parking is available at the Queen Kapiolani Hotel, with validation options, but spaces are limited and hotel guests receive priority. The Honolulu Zoo parking lot across the street and nearby street parking are alternatives.

GUEST COUNT & MENU DEADLINES

Final food selections are due 14 days before the event. The guaranteed guest count is due seven days before the event and cannot be reduced afterward for billing purposes. Please confirm the applicable deadlines in your event agreement.

PRICING, TAXES & SERVICE CHARGES

Food and beverage pricing is subject to change and is confirmed 90 days before the event. Food and beverage prices are subject to a 20% service charge. Hawai'i General Excise Tax, currently 4.712%, applies to food, beverages, labor, service charges, and miscellaneous charges.

DEPOSIT & EVENT HOURS

A $1,000 nonrefundable deposit is required when signing the contract and is credited toward the final balance. Your contract will set out the payment schedule, event hours, and applicable overtime charges.

NEXT STEPS

Contact our events team to discuss availability, your preferred setup, and a proposal tailored to your event.