



BANQUET
INFORMATION
GUIDE



Hilo Hawaiian
HOTEL

**BANQUET
 INFORMATION
 GUIDE**

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Aloha,

We would like to take this opportunity to thank you for expressing interest in the catering and banquet facilities at the Hilo Hawaiian Hotel.

Our banquet rooms are designed to accommodate functions that range in size from 30 to 350 guests. Our showcase, the Moku'ola Ballroom, is situated oceanfront and includes an outdoor foyer with expansive views of Hilo Bay, Mauna Kea and Coconut Island. This room can be partitioned to accommodate functions of varying sizes. The Mala Ikena Room, conveniently located on the lobby level, is adjacent to the Queen's Court Restaurant and is the perfect size for intimate gatherings.

Executive Chef Piet Wigmans, CEC, has designed our banquet menus to provide you with a range of choices. A wide variety of buffets are offered for breakfast, lunch and dinner. If you prefer to customize your menu, please let us know and we can arrange for a meeting to discuss your special requests.

We look forward to the opportunity to serve you. And, if we can be of assistance to you in any way please do not hesitate to contact us at (808) 935-9361, extension 474 from Monday to Friday.

*Mahalo,
The Hilo Hawaiian Hotel Staff
& Management*

WELCOME TO THE HILO HAWAIIAN HOTEL

The Hilo Hawaiian Hotel is situated on 5.2 acres of scenic oceanfront land on Waiakea Peninsula overlooking Hilo Bay. This 286-room property is located approximately two miles from Hilo International Airport and the city center, making the hotel conveniently located for guests.

Rooms facing Hilo Bay feature expansive ocean views, while others frame the beauty of majestic Mauna Kea. All rooms include air conditioning, color cable televisions, lanais, clock radios, in-room refrigerators (in selected categories), high-speed internet access and coffee makers. Hotel amenities include free parking, ice and soft drink dispensers, gift shop, Laundromat, massage therapy and other guest services.

The Queen's Court Restaurant features executive chef Piet Wigmans, who, prior to joining the Hilo Hawaiian Hotel, was an executive chef at prestigious, four- and five star resorts. Chef Piet oversees this 178-seat restaurant which offers a casual, contemporary atmosphere, beautiful views and delicious, fresh fare. Breakfast and dinner are served daily, and Hilo's favorite Seafood and Hawaiian Buffets are offered on Fridays, Saturdays and Sundays.

The Wai'oli Lounge, situated just off the lobby is the perfect place for refreshments, cocktails and lighter fare. Open daily at 11:30 a.m., the Wai'oli Lounge also offers guests a "Grab & Go" picnic option with sandwiches, salads cookies and muffins packed for the day's adventure.

BANQUET FACILITIES

The Hilo Hawaiian Hotel offers a variety of banquet and meeting facilities, designed to accommodate groups from 30 to 350. Please see room rates on page 5.

Mala Ikena Room

Ideally situated on the lobby level, the Mala Ikena Room is well suited for intimate gatherings and meetings. This room accommodates up to 100 in theater style in just under 900 square feet of space.

Moku'ola Ballroom

Offering a panoramic view of the Hamakua coastline, Mauna Kea and the Island of Moku'ola this banquet room is ideal for weddings, banquets and other functions. A generous 5,000 square feet of space along with an equally spacious outdoor foyer accommodates gatherings of up to 350 guests. The ballroom is completely air-conditioned and can be partitioned into two separate conference rooms with separate entryways for breakaway meeting sessions.

Moku'ola Ball Room No. 1

When the dividers are employed, the Moku'ola Ballroom is transformed into two separate banquet rooms. Located on the oceanfront, Moku'ola No. 1 is adjacent to the outdoor foyer and provides approximately 2,500 square feet of meeting space.

Moku'ola Ball Room No. 2

Also situated on the oceanfront, adjacent to the hotel's swimming pool is Moku'ola Ballroom No. 2 with an approximate available square footage of 2,500.

BANQUET FACILITIES & FEES

BANQUET ROOM <i>(Set-up Style)</i>	RENTAL FEE	SET-UP FEE	TOTAL
Mala Ikena 40 Class / 80 Luau 100 Theatre / 30 Conference	\$375.00	\$150.00	\$525.00
Moku'ola (1) 70 Class / 100 Luau 150 Theatre / N-A Conference	\$575.00	\$175.00	\$750.00
Moku'ola (2) 70 Class / 100 Luau 150 Theatre / N-A Conference	\$575.00	\$175.00	\$750.00
Moku'ola Ballroom (Combined) 150 Class / 310 Luau 400 Theatre / N-A Conference	\$1350.00	\$275.00	\$1625.00

RENTAL FEE WAIVER CLAUSE

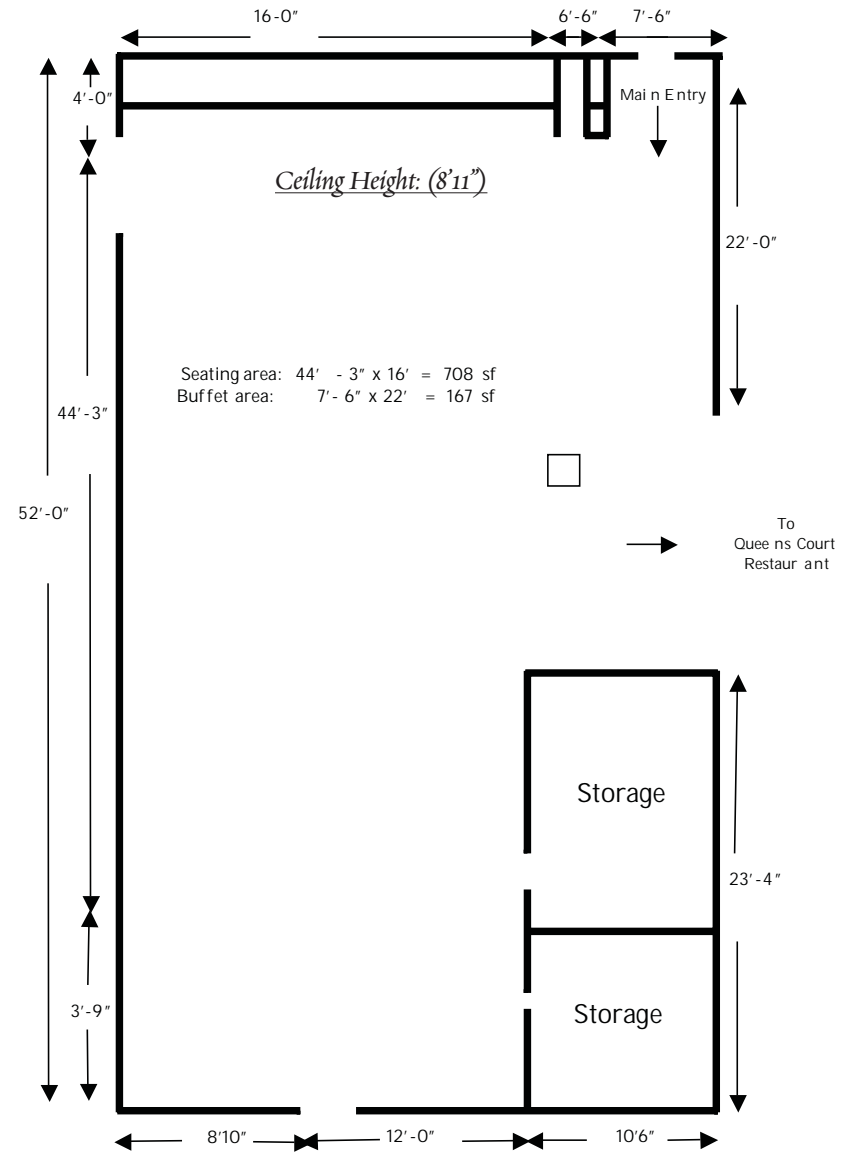
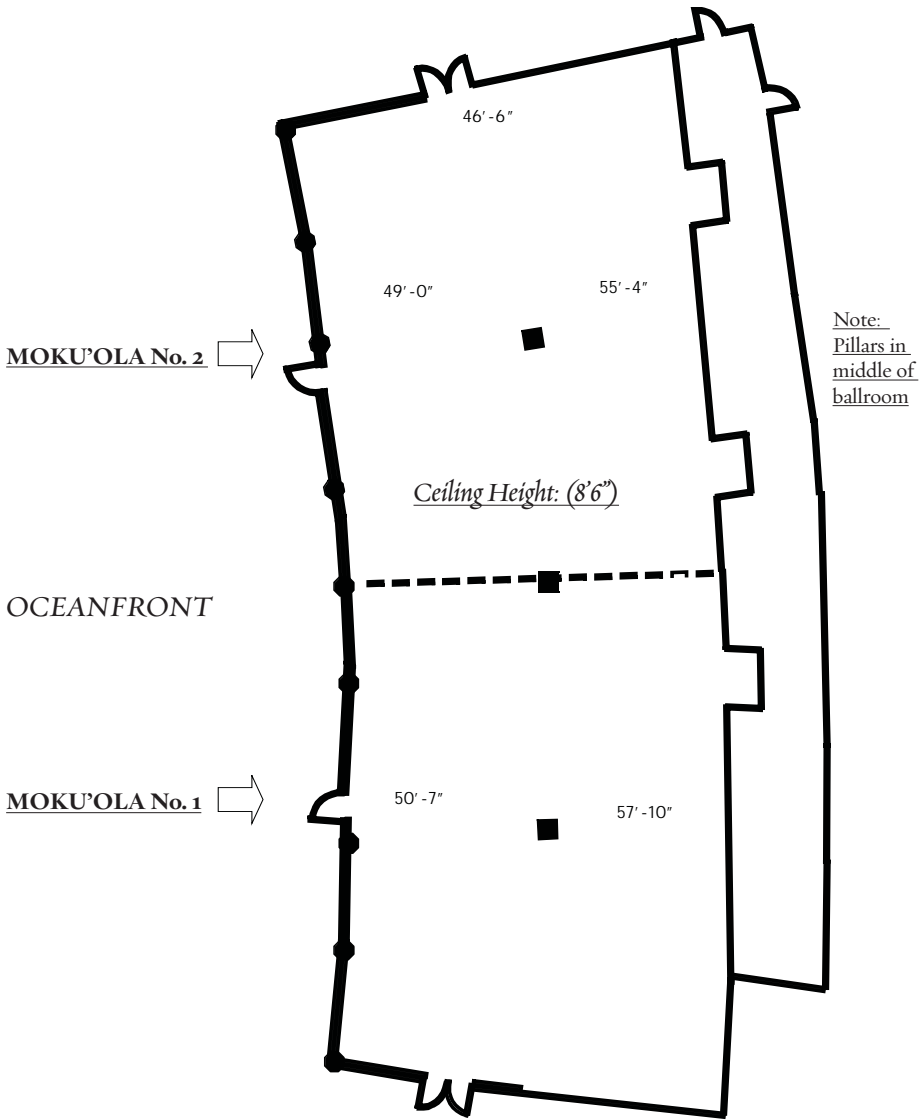
If combined sales from food and beverage products and services, rental fees, set up fees etc., (excluding room rental fees) exceed the base room rental amount by one and one-half times (1.5x) the Hilo Hawaiian Hotel will waive the applicable room rental fee.

BANQUET EQUIPMENT RENTALS AND SERVICES

Please see the appendix for information on equipment rentals, high-speed internet service and other banquet services.

MOKU'OLA BALLROOM

MALA IKENA MEETING ROOM



Hilo Hawaiian Hotel
BANQUET MENUS

Continental Breakfast
Breakfast Buffets
Brunch Buffet

Sandwich Buffets

American Dinner Buffet
Hawaiian Luau Buffet
Japanese Dinner Buffet
Chinese Dinner Buffet

Cakes & Pies

Queen's Court Restaurant Buffets

Pupu Menu
Platter Assortments
Snacks and Beverages

Take Out Boxed Lunches

*Buffet prices listed as "inclusive per person,"
include gratuity and applicable taxes.*

CONTINENTAL BREAKFAST BUFFET

Choice of One of the following Pastries & Breads
Fresh Fruit Muffins, Danishes or Coffee Cake

Choice of Two of the following Juices
Guava Juice, Pineapple Juice, Orange Juice, Passion Orange Juice
or Fruit Punch

includes
Tropical Fresh Fruit Platter, Hot Coffee, and Hot Tea

\$10.00 Inclusive per person

Add an additional Choice of Pastry or Bread (for 2 Choices)
Fresh Fruit Muffins, Danishes or Coffee Cake

\$11.50 Inclusive per person

BREAKFAST BUFFET

Choice of One of the following

White or Wheat Toast with Whipped Butter & Jelly

Eggs & Breakfast Meat Combinations

Scrambled Eggs combined with One of the following

Ham & Cheese, Portuguese Sausage & Green Onions,
or Ham & Green Onions

Choice of One of the following Starches

Steamed White Rice or Golden Hash Browns

Choice of Two of the following Juices

Guava Juice, Pineapple Juice, Orange Juice, Passion Orange Juice,
or Fruit Punch

includes

Tropical Fresh Fruit Platter, Hot Coffee, and Hot Tea

\$14.25 Inclusive per person

Add an additional Choice of Pastry or Bread (for 2 Choices)

Fresh Fruit Muffins, Danishes or Coffee Cake

\$16.25 Inclusive per person

BRUNCH BUFFET

Choice of Two of the following Pastries & Breads

Fresh Fruit Muffins, Assorted Pastries, French Toast with Syrup,
White or Wheat Toast with Whipped Butter & Jelly

Choice of Four of the following Entrees

Crisp Bacon Strips, Pork Link Sausage, Baked Ham with Guava Glaze,
Beef Stroganoff, Baked or BBQ Chicken, Mustard Crusted Mahi Mahi

Choice of One of the following Starches

Steamed White Rice, Golden Hash Browns,
or Whipped Mashed Potatoes

Choice of Three of the following Juices

Guava Juice, Pineapple Juice, Orange Juice, Passion Orange Juice,
or Fruit Punch

includes

Scrambled Eggs, Pineapple & Papaya Spears, Tropical Fresh Fruit Platter,
Hot Coffee and Hot Tea

\$26.50 inclusive per person

DELI SANDWICH BUFFET

Choice of One of the following Deli Style Meats

Tavern Ham & Cheddar Cheese, Roast Beef, Roast Turkey
or Fresh Corned Beef

includes

Waimea Garden Greens with Assorted Dressings, Potato Macaroni Salad
Tropical Fresh Fruit Salad, Assorted Breads, Potato Chips, Pickles, Carrot
Sticks, Condiments, Hot Coffee, Hot Tea and Iced Tea

\$15.50 Inclusive per person

HOT SANDWICH BUFFET

Choice of One of the following Hot Sandwich Meats

Roast Beef with Gravy, Roast Pork with Gravy, Roast Turkey with Gravy,
Hamburger Deluxe

includes

Waimea Garden Greens with Assorted Dressings, Potato Macaroni Salad
Tropical Fresh Fruit Salad, Assorted Breads, Potato Chips, Pickles, Carrot
Sticks, Condiments Hot Coffee, Hot Tea and Iced Tea

\$17.00 Inclusive per person

EXECUTIVE DELI SANDWICH BUFFET

Smoked Turkey, Tavern Ham, Roast Beef, Albacore Tuna Salad
Swiss Cheese, Cheddar Cheese

Garden Greens with Ranch and Italian Dressings

Sliced Tomatoes, Cucumbers, Maui Onions

Relish Tray with Spinach Dip, Sliced Fresh Fruits

Whole Wheat Bread, Rye Bread, Hoagie Rolls, Sesame Buns

Pickles, Kalamata Olives, Dijon Mustard, Basil Mayonnaise, Tomato Ketchup

Brownies, Oatmeal Raisin Cookies

Hot Coffee, Hot Tea and Iced Tea

\$22.00 Inclusive per person

*Add Smoked Salmon and Bagels for an additional \$2.50

*Add Shrimp Salad for an additional \$2.00

AMERICAN DINNER BUFFET

Choice of One of the following Island Fish Selections

Sautéed in Butter Sauce, Steamed Local Style,
Marinated in Ponzu Citrus Sauce or Panko Encrusted

Choice of One of the following Roast Beef (Tri Tip) Selections

Served with Mushroom Burgundy Sauce, Teriyaki Style
or Kona Coffee Rubbed

Choice of One of the following Chicken Selections

Roasted with Local Mushrooms, Huli Huli Style,
Southern Fried or Stir Fried

includes

Waimea Garden Greens with Assorted Dressings

Sliced Tomatoes and Cucumbers

Potato Macaroni Salad, Relish Tray

Steamed Rice, Mashed Potatoes

Seasonal Vegetables

Chefs Dessert Selection

Hot Coffee, Hot Tea or Iced Tea

\$31.00 Inclusive per person

*Add an additional listed entrée for an additional \$3.00

*Add Roasted Prime Rib of Beef du jour (with Carver) for an additional
\$7.00

HAWAIIAN LUAU BUFFET

Waimea Garden Greens with Assorted Dressings
Potato Macaroni Salad
Sliced Fruit Platter

Lomi Lomi Salmon
Tako Poke
Island Fish Poke
Poi

Kalua Pork
Family Style Lau Lau
Mahi Mahi local Style
Chicken Long Rice
Teriyaki Beef Sirloin Tri Tip

Baked Sweet Potato
Island Vegetable
Steamed Rice

Haupia
Coconut Cake

Hot Coffee and Tea and Iced Tea

\$32.00 Inclusive per person

JAPANESE DINNER BUFFET

Choice of One of the following Beef Selections

Sliced Teriyaki Steaks, Beef Hekka or Marinated Short Ribs

Choice of One of the following Pork Selections

Shoyu Pork, Pork Tonkatsu or Pork Tofu

Choice of One of the following Chicken Selections

Yakitori Chicken, Chicken Goma Yaki or Umani, Kara Age

Choice of One of the following Dessert Selections

Today's Chef's Selection Dessert or Mochi

includes

Tossed Greens with Soy Vinaigrette
Tsukemono ,Bean Sprout Salad
Namasu, Moyashi
Maki Sushi
Miso Soup
Hot Coffee, Hot Tea, Iced Tea

\$28.00 Inclusive per person

*Add Miso Butterfish or Salmon for an additional \$3.00

*Add Sake Steamed Manila Clams for an additional \$4.00

*Add Tempura Shrimp and Vegetables with Dipping Sauce for an additional \$6.00

CHINESE DINNER BUFFET

Choice of One of the following Pork Selections

Sweet and Sour Pork, Pork with Oyster Sauce and Vegetables,
Hoisin Spareribs or Char Sui Pork

Choice of One of the following Chicken Selections

Lemon Chicken, Crispy Salt and Pepper Chicken, Singapore Chicken,
Soy Chicken or Cashew Chicken

Choice of One of the following Beef Selections

Beef Stir Fry with Sugar Snap Peas, Beef with Black Bean Sauce
or Beef with Mushroom Oyster Sauce

Choice of One of the following Vegetable Selections

Braised Mustard Cabbage, Stir Fried Big Isle Vegetable Fried Noodles,
Fried Rice or Steamed Rice

Choice of One of the following Dessert Selections

Sliced Fruits, Almond Chiffon Cake or Fortune Cookies

includes

Shredded Leaf Lettuce and Chinese Cabbage with Oriental Dressing
Topped with Wonton Strips and Bean Sprouts
Fern Shoot and Tomato Salad
Broccoli and Water Chestnut with Chili Garlic Oil
Egg Drop Soup or Pork Watercress Soup
Hot Coffee, Hot Tea, Iced Tea

\$29.00 Inclusive per person

*Add Ginger Scallion Steamed Fish for an additional \$2.00

*Add Shrimp in Oyster Sauce or Shrimp Foo Yung for an additional \$3.00

*Add Peking duck w/Plum Sauce & Steamed Buns for an additional \$6.00

**Specialty Item: Roasted Suckling Pig for an additional \$250.00
Feeds approximately 40 people

QUEEN'S COURT RESTAURANT DINNER BUFFETS

Our Mala Ikena banquet room is adjacent to the Queens Court
Restaurant. The following Queens Court Restaurant buffet dinners
are available for family gatherings and meetings in our Mala Ikena
banquet room.

SEAFOOD DINNER BUFFET

5:30 PM—9:00 PM

FRIDAYS

CARVING STATION

ENTRÉES

COLD SEAFOOD BAR

GARDEN FRESH SALAD BAR

DESSERT BAR

HAWAIIAN & SEAFOOD DINNER BUFFET

5:30 PM—9:00 PM

SATURDAYS & SUNDAYS

CARVING STATION

ENTRÉES

COLD SEAFOOD BAR

GARDEN FRESH SALAD BAR

DESSERT BAR

Please inquire about our detailed buffet dinner menus and prices.

PUPU MENU · APPETIZERS

PUPU MENU No. 1

Choice of One of the following Vegetable Selections

Assorted Relish Tray, Assorted Oriental Tray, Stuffed Celery or Fruit Crown

Choice of One of the following Tea Sandwich Selections

Ham & Cheese, Egg & Pimento, Turkey Salad or Chicken Salad

Choice of One of the following Fish & Seafood Selections

Mahi Mahi Tempura, BBQ Mahi Mahi, Seafood Won Ton
or Mustard Crusted Mahi Mahi

Choice of One of the following Chicken Selections

Char Siu Chicken, Lemon Chicken, Chicken Kara Age or Korean Chicken

Choice of One of the following Salad Selections

Potato Macaroni Salad, Namasu, Coleslaw or Kim Chee/Takuan

\$18.00 Inclusive per person

PUPU MENU No. 2

All of the items listed in Pupu Menu No. 1 above, plus

Choice of One of the following Pork Selections

Sweet Sour Cubes, Korean BBQ Ribs or Golden Ham Cubes

Choice of One of the following Rice Selections

Musubi, Inari (Cone) Sushi, Makizushi, Teppozushi, or
Oshizushi (Pressed Rice with Filling)

\$23.00 Inclusive per person

PUPU MENU No. 3

**All of the items listed in Pupu Menu No. 2 above, and one additional
Pork Selection (2 Pork Selections)**

\$29.50 Inclusive per person

PUPU MENU No. 4

Choice of One of the following Vegetable & Fruit Selections

Stuffed Mushroom Caps, Jumbo Fruit Platter,
Assorted Cheese & Crackers
or Crisp Vegetables with Shrimp Dip

Choice of One of the following Pork Selections

Kalua Pork, Sweet Sour Cubes, Assorted Spareribs, Korean BBQ Ribs,
Glazed Ham Cubes or Crisp Won Ton w/ Hot Sauce

Choice of One of the following Fish & Seafood Selections

Seafood Tempura, Seafood Won Ton, Lomi Lomi Salmon
or Mustard Crusted Mahi Mahi Sticks

Choice of One of the following Rice Selections

Inarizushi, Oshizushi (pressed rice), Teppozushi, Makizushi, Musubi,
or Cone Sushi

Choice of One of the following Chicken Selections

Chicken Nishime, Lemon Chicken, Chinese Roast Chicken
or Korean Chicken

Choice of One of the following Tea Sandwich Selections

Shrimp Salad, Crab Salad or Assorted Canapés

Choice of One of the following Beef Selections

Teriyaki Beef Strips, Beef Broccoli, Beef Ribs or Sweet Sour Meatballs

Choice of One of the following Salad Selections

Pickled Vegetables, Broccoli & Imitation Crab Salad
or Potato Macaroni Salad

\$29.00 Inclusive per person

PLATTER ASSORTMENTS

Each Platter serves approximately ten (10)

Relish Tray w/ Dip	\$21.00
Assorted Stuffed Vegetables	\$35.25
Assorted Stuffed Eggs	\$26.00
Mixed Fruit Platter	\$42.00
Cold Meat Platter	\$39.25
Cheese Platter w/ Crackers	\$45.75
Cheese & Meat Platter w/ Crackers	\$48.00
Jell-O Assortment	\$21.50
Assorted Cakes	\$26.00
Assorted Spareribs	\$48.00
Crisp Won Ton	\$38.25
Lemon Chicken	\$47.00
Seafood Tempura (Shrimp, Mahi, Scallops)	\$66.25
Sushi Assortment	\$41.00
Makizushi	\$33.00
Tea Sandwiches	\$44.75
Sashimi Platter	Market Price
Calamari Platter	Market Price
Seafood Salad	Market Price
Shrimp Cocktail	Market Price
Assorted Poke Platter	Market Price

SNACKS & BEVERAGES

Pot of Coffee (serves 6)	\$11.00
Pot of Tea (serves 6)	\$10.00
1/2 Urn of Coffee (serves 30)	\$31.50
1/2 Urn of Tea (serves 30)	\$29.00
Full Urn of Coffee (serves 60)	\$50.00
Full Urn of Tea (serves 60)	\$49.00
Fruit Punch (1 gallon)	\$40.50
Mai Tai Punch (1 gallon)	\$74.25
Champagne Punch (1 gallon)	\$79.75
Assorted Danish (per dozen)	\$22.00
Assorted Cookies (per dozen)	\$10.50
Carafe of Juices (serves 6)	\$7.25
Asst Can Sodas / Juice (per consumption)	\$3.00

All prices subject to 4.166% tax and a 10% service charge.

BEVERAGE SERVICE POLICIES

STATE LAW

Hawaii Revised Statutes makes it illegal for the HOTEL to service liquor to a person under age or under the influence of liquor. The HOTEL reserves the right to refuse service and/or admittance to our facilities.

BEVERAGE SERVICE TERMINATION

Cocktail Bar(s) and/or cocktail service will be set up only upon the Client's request with advance notice. Last call will be made one (1) hour before the scheduled ending time of the function and not to exceed 10:30 p.m.

BANQUET BEVERAGE SERVICE

The Hilo Hawaiian Hotel has the capability of providing private beverage service bars for the enjoyment of our guests within our banquet room(s) subject to certain requirements. We offer two distinct banquet beverage service venues, hosted and no host. The applicable rate(s) for each type of bar venue is shown in the table below.

PRIVATE BARTENDER RATE SCHEDULE

*BAR SET-UP FEE \$175.00

*Hosted Bar will incur a gratuity Rate of 15%

Beverage Prices

Liquor Type	Hosted Bar	No-Host Bar
Calls	\$5.25	\$5.50
Premiums	\$5.50	\$5.75
Wine, Coolers	\$5.25	\$5.50
Soda, Juice	\$3.00	\$3.00
Imported Beer	\$5.75	\$6.00
Domestic Beer	\$4.50	\$4.75
Non-Alcoholic Beer	\$4.50	\$4.75

TAKE-OUT BENTO LUNCHES

Bento Menu No. 1

Beef Teriyaki, Golden Fried Chicken, Spam, Hot Dog
Steamed White Rice, Takuan, Kim Chee, Moyashi (bean sprouts)

\$10.00 per person

Bento Menu No. 2

Grilled Mahi Mahi, Golden Fried Chicken, Spam, Hot Dog
Steamed White Rice, Takuan, Kim Chee, Moyashi (bean sprouts)

\$11.00 per person

We also specialize in customizing Bentos to your needs.

TAKE-OUT PICNIC LUNCHES

Picnic 1: Sandwich and Golden Fried Chicken

Choice of One of the following Bread Selections

Hoagie Bun, Whole Wheat or White Bread

Choice of One of the following Sandwich Filling Selections

Tuna Salad, Egg Salad, Ham Salad

includes

Golden Fried Chicken, Celery and Carrot Sticks, Seasonal Fruit,
Fresh Baked Cookies

\$12.25 per person

Picnic 2: Deli Sandwich and Golden Fried Chicken

Choice of One of the following Bread Selections

Hoagie Bun, Whole Wheat or White Bread

Choice of One of the following Sandwich Filling Selections

Deli Roast Beef, Deli Turkey, Ham & Cheese

includes

Golden Fried Chicken, Celery and Carrot Sticks, Seasonal Fruit,
Fresh Baked Cookies

\$14.50 per person

CAKES AND PIES

The Hilo Hawaiian Hotel baking staff is able to customize a cake for your special occasion. Choose from either White, Yellow or Chocolate cakes in the following sizes. Or, make a selection from our specialty cake and pie menus. Personalize messages and custom decorations are available for an additional charge on any cakes.

WHITE, YELLOW OR CHOCOLATE CAKES

8" Square or Round	\$24.00
9" Square or Round	\$26.50
12" Square or Round	\$42.00

SHEET CAKES

9" X 12"	\$35.00
12" X 18"	\$55.00
18" X 24"	\$70.00

WEDDING CAKES

Two Tiers Stacked: 10" Base & 6" Top	\$300.00
12" Base & 8" Top	\$360.00
Three Tiers Stacked: 14" Base w/10" & 6" Tiers	\$440.00
16" Base w/12" & 8" Tiers	\$490.00

SPECIALTY CAKES & PIES

Cheese Cake w/ Strawberry, Blueberry or Cherry Glaze (Sheet Cake)	\$126.00
Coconut Cream Cake (Sheet Cake)	\$100.00
Haupia Cream Cake (Sheet Cake)	\$120.00
Lilikoi Dream or Guava Cake (Sheet Cake)	\$100.00

SWEET POTATO HAUPIA CHEESECAKE

9" Round	\$30.00
9" x 12"	\$40.00
12" x 18"	\$80.00
18" x 24"	\$170.00

HILO HAWAIIAN HOTEL

BANQUET POLICIES & HOUSE RULES

Deposit and Payment Policies

1. **Deposits.** A deposit in the applicable amount is required at the time you book your function. Reservations are recommended 4 – 6 months prior to your function.
2. **Deposit Refunds.** Cancellations must be provided in writing to the attention of Food and Beverage Director or designee. Refund guidelines are as follows:

<u>Cancellation Date</u>	<u>Refund Amount</u>
90 Days prior to Event	100 Percent
60 Days prior to Event	50 Percent
Less than 30 Days	No Refund
3. **Menu Deadline.** Menus must be selected at least one-month prior to your event. If you are aware that some of your guests have food intolerance issues, please let us know when planning your menu.
4. **Confirmation Meeting.** To ensure that your event goes smoothly we require a meeting with the event planner or coordinator one-week (7-days) prior to your event. Your attendance count and last-minute details will be addressed at this meeting. You will be billed for the number of guests guaranteed at this time. As a courtesy, our policy is prepare for five percent above your guaranteed guest count to accommodate for unexpected guests. If additional guests attend, we will prepare a billing based on the final guest count.
5. **Banquet Event Order.** After reviewing the details of your banquet you will be asked to sign the Banquet Event Order (B.E.O.) acknowledging your acceptance of the agreement. At this time, a “final bill” will be generated and presented to you for full payment.
6. **Payment.** Payment should be made in full at this time on the final billing less any deposits received. Payment can be made via check or cash. Checks should be made out to “Hilo Hawaiian Hotel”.

BANQUET HOUSE RULES

1. **Decorating.** Generally, use of function rooms is restricted to the date and time of your scheduled event. Decorating can be done prior to your function by contacting our Food and Beverage department to schedule an appropriate time. We do not allow items to be nailed to our function rooms or attached to plants and/or planters.
2. **Linen.** The Hilo Hawaiian Hotel will provide you with white tablecloths and white napkins. If you desire a different color, we can provide you with the names of rental companies that can assist you.
3. **Leftovers.** You may consume all of the food while at your function. However, leftovers cannot be taken home.
4. **Personal Items.** We do not allow any non-hotel items to be stored in our function facilities over night. We do not assume responsibility for damage or loss of any merchandise or equipment left in our banquet facilities prior to, during, or following your function.
5. **Beverage Service.** The Hilo Hawaiian Hotel is a “licensee” of the Department of Liquor Control and can provide the appropriate setup and service for your hosted or no-host bar. One of the responsibilities of a licensee dictates that **NO OUTSIDE ALCOHOLIC BEVERAGES ARE ALLOWED ON OUR PREMISES.**
6. **Sound Equipment.** The Hilo Hawaiian Hotel will provide one (1) microphone and a podium at no charge. Other equipment such as projectors, video monitors etc, can be rented. (See appendix for complete equipment listing)
7. **Entertainment.** You may contract for your own entertainment for your function.
8. **Misconduct.** In the best interest of the Hilo Hawaiian Hotel, management may use their sole judgment to handle misconduct by and taking any of the following actions: A) Terminate bar service B) Stop music and / or entertainment and C) Stop a function entirely before its scheduled time. Further, the event coordinator or function sponsor agrees to compensate the Hilo Hawaiian Hotel for any liability to any third party that may arise if the Hotel elects to exercise any of its rights as listed in this paragraph.

If you have any questions, regarding the above, please call the Food & Beverage Department at (808) 935-9361, extension 474. We thank you in advance for allowing us to serve you.

HIGH-SPEED INTERNET SERVICES

EQUIPMENT RENTAL RATES

Chair Covers (Each)	\$ 3.00
Chair Sash (Each)	\$.75
Computer Laptop (Dell D610 L278-140004)	\$125.00
Data Video Projector (2000 – 2600 Lumens)	\$195.00
Dry/Erase Marker boards	\$ 33.00
Dry/Erase Whiteboard Easels	\$ 25.00
DVD / CD Player	\$ 22.00
Easel Stand	\$ 22.00
Easel Stand w/ Flip Chart	\$ 32.00
Interactive Whiteboard (77 inch diameter)	\$130.00
Overhead Projector	\$ 25.00
Projection Cart	\$ 15.00
Projection Screens	
(7'-0" x 7'-0") Mala Ikena Room only	\$ 35.00
(8'-0" x 8'-0")	\$ 40.00
(7'-0" x 9'-0")	\$ 40.00
Television Monitor (19-inch diameter)	\$ 30.00
Television Monitor (32-inch diameter)	\$ 50.00
Video Cassette Recorder (VCR)	\$ 22.00
Wedding Lawn Chairs (each)	\$ 5.00
Wedding Arbor	\$ 50.00

NOTE: If your meeting requires special equipment, etc., we are more than happy to help you secure it. If rentals require an outside vendor, we will charge their rate plus a handling fee.

All rental items are subject to 4.166% general excise tax.

The Hilo Hawaiian Hotel offers high-speed internet service through Road Runner. Road Runner provides a customized version of Microsoft's Internet Explorer (IE) browser to navigate Road Runner. Any type of browser, like Netscape, will work with Road Runner. However, technical support is only provided for Internet Explorer.

Features:

- Bandwidth: Up to 5,000Kbps Down/384 Kbps UP
- Dynamic IP: One included

Computer System Requirements: Because Road Runner is a high performance Internet Service, your computer must meet certain minimum requirements.

Recommended PC configuration: (October 2009):

- Windows 98/2000/ME/XP/Windows 7
- Pentium-class 400 MHz (800MHz or greater recommended)
- 64 MB of RAM (128 recommended)
- 110 MB Hard Drive space available (1 50 MB recommended)
- Pre-installed Ethernet Card with RJ45 connector or Open slot and free compatible IRQ, or USB port
- Internet Explorer 5.x (Internet Explorer 6.x recommended)
- CD-ROM Drive required, sound card and speakers recommended, SVGA or XGA graphics card recommended.

Recommended Macintosh configuration:

- System 9.xIOSX
- Power PC Processor (G3 recommended)
- 32 MB physical RAM with Virtual Memory set to at least 40 MB (64MB recommended)
- 30 MB Hard Drive space available (50MB recommended)
- Pre-installed Ethernet Card with RJ45 connector, Open slot or USB port

INTERNET FEES

One time activation	\$75.00
Service Fee (per day)	\$60.00
Hub (up to 10 lines)	\$25.00

Should you require more than 10 lines or additional bandwidths e.g. (up to 15,000Mbps down/2000Mbps), please provide us with 3-weeks advance notice so we may have the opportunity to secure a quote for you.