



## WEDDING ARRANGEMENT PROCEDURES & TIME LINE

We are delighted that you have chosen the Waimea Plantation Cottages to host your special day. There are many questions and details to go over when planning a wedding, and we are here to help you every step of the way. The Arrangement Procedure and Time Line will give you a general idea of what to expect in the planning process. Because of the high volume of inquiries we receive, we have found email to be the most efficient form of communication, and avoids "telephone tag". It will help us tremendously if you would identify any correspondence with your wedding date and the bride and groom's last name in the subject area as a reference (i.e. Re: 12/10/07 Smith-Jones). If you need to speak to a coordinator, our regular office hours are Monday through Friday, 9:00 a.m. – 5:00 p.m. Hawaii Standard Time. Rest assured that our staff is hard at work behind the scenes to make sure that everything is in place for that magical moment.

### BOOKING PROCESS

You should now be holding a confirmed reservation. Please be sure to return the following completed forms to us so that we may proceed with the planning process:

- **Guidelines, Terms and Conditions** – This form should be read carefully and a signed copy returned to our office.
- **Wedding Information Sheet** – This sheet provides us with information that will help us better serve you and to give us an idea of what your needs are. Fill in as much as you can up to this point. It is designed to be our main reference sheet and we realize that some of the information will come at a later point in time. The contact information is very important, so please be sure to complete that section as completely as you can.

Once we have received the completed forms, a coordinator will review them and may contact you with any questions she may have. Depending on the type of wedding package you are considering, we suggest that the following services be booked as soon as your decision is made, to ensure their availability:

- **Guest Cottages**
- **Designer Photography/Deluxe Wedding Album**
- **Video Packages**
- **Wedding Carriage**
- **Reception**
- **Wedding Music & Reception Music**
- **Marriage License Appointment**

### TIMELINE

#### 6 Months Prior to Wedding

Once a reception site is confirmed, we will send you our Reception Planning Sheet to complete and return to us.

- Note: The Grove Room does not confirm more than 6 months prior to the event date

#### 3 Months Prior to Wedding

This is the time to contact the coordinator with additional information you have to update the Wedding Information Sheet. This would include your arrival and departure information, accommodations, updated number of guests, etc. Finalization of all special options and vendor bookings should be made at this time including any special minister requests. Additional deposits may apply.



## Waimea Plantation Cottages WEDDING GUIDELINES, TERMS AND CONDITIONS (Agreement)

Please read this agreement carefully. We will require your agreement and acknowledgment of this document to proceed with any arrangements.

### **I. BOOKING & DEPOSIT INFORMATION**

Ceremonies are performed at Waimea Plantation Cottages daily, seven days a week except Easter, Thanksgiving Day and Christmas.

- The following dates are subject to additional 10% fees on wedding packages and floral options: January 1, February 14, December 24-25, and December 31. Wedding Ceremonies held on Sunday's are also subject to an additional 5% fee on floral options.
- To hold a confirmed reservation for the Wedding Package, a **non-refundable deposit of \$500.00** is required.
- We also require an acknowledgment of the Guidelines, Terms and Conditions (Agreement) and a registered credit card. Confirmation can only be made through a coordinator at Waimea Plantation Cottages.
- **Thirty (30) days prior to the ceremony date full payment is required.** Any payments received less than 30 days prior to the ceremony date must be made by credit card ONLY.

#### **Special Option Deposits:**

- An **additional \$550.00 non-refundable deposit** will be required upon confirmation of Designer Wedding Albums.
- An **additional \$200.00 non-refundable deposit** will be required upon booking a harpist for your wedding event.
- An **additional non-refundable \$250.00 deposit** will be required upon booking the following options; Carriage, Video, Wedding Albums, Jazz/Hawaiian Trio Music, DJ. (The \$250.00 deposit applies to each of these items separately.)
- An **additional non-refundable 50% deposit** will be required upon booking any Hawaiian Entertainment Package.
- An **additional non-refundable 50% deposit** will be required on catered events once the service has been secured. The deposit will be based on estimated costs at that time.
- Other special services and options not listed may require additional deposits. These amounts and scheduled payments will be set on an individual basis.

### **II. MARRIAGE LICENSE**

An application to marry must be filed with a marriage-licensing agent in the State of Hawaii and is valid for 30 days. Both bride and groom must appear together with completed application form, valid driver's licenses, passports or appropriate photo ID's, and \$60.00 cash. We will be happy to arrange an appointment for your marriage license filing. Please contact the Hawaii State Department of Health to receive your filing packet ahead of time and complete the required form before your appointment. You may call (808) 586-4544 for a recorded information on requirements and (808) 586-4545 to speak with an agent to order your packet. The information and application form are also available online at <http://www.hawaii.gov/health/vital-records/vital-records/marriage/index.html>.

### **III. WEDDING REHEARSALS**

Initial here \_\_\_\_\_ Date \_\_\_\_\_

Due to the Na Hale O Haku's busy schedule and strict booking requirements, rehearsal locations are booked on a space available basis and are not confirmed more than two weeks prior to the date of the wedding. For those couples desiring a confirmed date and time before the two-week period.

The following fees may apply:

**Minister attendance Fee** (optional-based on availability)

**Musician attendance Fee** (optional-based on availability)

**Overtime charges for rehearsals exceeding 60 minutes**

#### **IV. CANCELLATION POLICY**

If cancellation is received thirty (30) days or less before the event date, fifty percent (50%) of all fees are non-refundable. If cancellation is received seven (7) days or less before the event date, seventy-five percent (75%) of all fees are non-refundable. All fees become non-refundable if cancellation is received ninety-six (96) hours or less before scheduled wedding time.

If service provision is prevented by occurrence of a natural disaster (i.e. hurricane) or closure of a related commercial provider (e.g. airlines, resorts, travel agent) we are unable to guarantee client's safety in this situation. Under these circumstances, Waimea Plantation Cottages retain the right to cancel without any compensation fees payable to our client or postpone and change wedding arrangements accordingly.

Cancel Event by Waimea Plantation Cottages

If this guidelines, terms and conditions are not followed, Waimea Plantation Cottages reserves the right to cancel any and all arrangements within the terms of the cancellation policy.

- If events are cancelled by Waimea Plantation Cottages with 30 days notice or more before the wedding date, the full amount paid to date will be refunded with the exception of any non-refundable deposits.
- If events are cancelled by Waimea Plantation Cottages with 30 days notice or less before the event date, fifty percent (50%) of all fees are non-refundable.
- If events are cancelled by Waimea Plantation Cottages with seven (7) days or less before the event date, seventy-five percent (75%) of all fees are non-refundable.
- All fees become non-refundable If events are cancelled by Waimea Plantation Cottages with ninety-six (96) hours or less before scheduled wedding time.
- The maximum compensation fee payable to our client are no more than 1% of the total amount of the client's personal expenses related to the wedding. These expenses do not include our confirmed services which are refunded in full with the exception of any non-refundable deposits.

#### **V. PAYMENTS & CREDIT CARD GUARANTEE**

Waimea Plantation Cottages accepts payment in the form of cash (in person), personal check, cashier's check, money order or credit card. Full payment is due 30 days prior to the event date, although payment towards your wedding and reception may be made at any time beforehand. Payment and services ordered less than 30 days prior to the event must be paid by credit card. However, all clients **must register a valid credit card** (Visa, MasterCard or American Express) with Waimea Plantation Cottages to keep the event's reservation valid. If, for any reason, Waimea Plantation Cottages receives notice for a failed authorization or capture using this credit card, another valid (or updated) credit card must be supplied, otherwise, Waimea Plantation Cottages reserves the right to cancel the event in accordance with the Cancellation Policy. If an event has already occurred, the bill may be sent to a collection agency. Please complete the credit card information section at the end of this form. Although payments on the credit card will be made as directed by you, Waimea Plantation Cottages reserves the right to charge the registered credit card in the event any of the following situations arise:

Your personal check is returned by the bank unpaid (Returned Check)

Payments or deposits become past due

Any additional charges incurred less than 30 days prior to the date of service

Late or overtime charges incurred for all services caused by client's actions.

Any unpaid cancellation charge

Initial here \_\_\_\_\_ Date \_\_\_\_\_

**VI. TERMS**

- 1. Wedding Package and Option prices are subject to change without notice.
- 2. It is a policy of Waimea Plantation Cottages that arrangements for all commercial vendors providing a service for your ceremony are made through our wedding department. Examples of commercial vendors include companies or people supplying services for photography, video, music, flowers, transportation, butterfly releases, etc. Exceptions will be made for the minister performing the ceremony, although no credit will be allowed. All of the vendors hired by Waimea Plantation Cottages have been carefully screened to provide the highest quality services and products.
- 3. If you desire to use your own commercial vendors for your wedding ceremony, a **\$500.00 vendor fee** for each company will apply. These vendors must comply with our guidelines and established procedures for weddings and receptions. If an outside vendor is used without the permission of Waimea Plantation Cottages, the client will be billed the \$450.00 vendor fee or we claim the right to charge this fee to the client's registered credit card.
- 4. Due to maintenance and liability concerns, any and all decorative items, thrown items (i.e. petals, seeds, rice) and food and beverages not arranged or approved through Waimea Plantation Cottages, are prohibited.
- 5. In the event of inclement weather, Waimea Plantation Cottages reserves the right to relocate functions and services that may be adversely affected. Every effort will be made to find suitable alternatives. Whenever possible, we will communicate with the client as to the latest time a weather call will be made.
- 6. If, due to client's actions, the ceremony and/or reception is delayed and/or arranged services are changed on the wedding day, necessary extended fees may apply. The client will be billed, or we claim the right to charge the balance to the client's registered credit card.
- 7. Waimea Plantation Cottages reserves the right to use any photo/video images for the purpose of display.
- 8. Waimea Plantation Cottages is not responsible for any accidents or incidents caused by the wedding party or participants, during service provision.

**ACKNOWLEDGMENT**

I have carefully read the above Guidelines, Terms and Conditions and hereby acknowledge and agree to the stated terms and conditions. I further agree that I am responsible for any and all arrangements and financial obligations made with regard to the wedding event shown below.

*(\*required field)*

*Authorized Signature	<input type="text"/>
*Date Signed	<input type="text"/>
*Printed Name	<input type="text"/>
*Check-in Date	<input type="text"/>
*Check-out Date	<input type="text"/>
*Wedding Date	<input type="text"/>
*Event Start Time	<input type="text"/>
*Bride First-Last Name	<input type="text"/>
*Groom First-Last Name	<input type="text"/>

Initial here \_\_\_\_\_ Date \_\_\_\_\_

\*Package:  Plantation Package  
 Ali'i Package

**CREDIT CARD AUTHORIZATION**

In accordance with the Guidelines, Terms and Conditions, the following credit card will serve as a guarantee of payment for services arranged and rendered by Waimea Plantation Cottages. In addition, payments and deposits may be charged to this credit card as directed by the undersigned. If, for any reason, Waimea Plantation Cottages receives notice for a failed authorization or capture using this credit card, customer agrees to update or furnish valid credit card information. It is further understood that Waimea Plantation Cottages reserves the right to process deposits and payments as outlined in section V. Payments and Credit Card Guarantee.

VISA     MASTERCARD     AMERICAN EXPRESS     DISCOVER

Credit Card Number	<input type="text"/>
Expiration Date	<input type="text"/>
*Printed Name	<input type="text"/>
*Check in Date	<input type="text"/>
*CVV2	<input type="text"/> (Visa / MC: 3-digits on back of the card. Amex 4 digit above the card number))
Name on Card	<input type="text"/>
Billing Address on the card:	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
State	<input type="text"/>
Authorizing Signature	<input type="text"/>

Please process booking deposit on this credit card.  
 Do not process booking deposit on this card. I will be mailing payment.

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Please initial and date each page.  
You may print out and mail or send your completed form to:  
Scanned copy email to: [weddings@waimeaplantation.com](mailto:weddings@waimeaplantation.com)  
Toll-Free Fax: 1-866-632-3026  
Mail: Waimea Plantation Cottage, Events Department, PO Box 367, Waimea, Kauai, Hawaii 96796  
Questions? Please contact us at [weddings@waimeaplantation.com](mailto:weddings@waimeaplantation.com) or your wedding coordinator.

Initial here \_\_\_\_\_ Date \_\_\_\_\_



## KAUAI HARBOR HOUSE

### Event Guidelines, Terms and Conditions (Agreement)

1. A minimum stay of 2 nights is required when holding an event at our spacious Kauai Harbor House. An additional one time **"Out Cleaning" fee of \$350** is also required. This is a thorough and complete cleaning of the house and property by Waimea Plantation Cottages staff.

**Rate: \$525 per Night + Taxes (Hotel Room Taxes are 11.426%)**

2. The event site fee is dependent upon the number of guests you wish to host, however there is a maximum capacity of 500 people.

• up to 200 guests: \$1500                      • 201-500 guests: \$1800

3. To hold a confirmed reservation for the event **\$1000.00 deposit** is required:  
\*\$500.00-Applied toward the final balance of the event. This amount is non-refundable if you cancel your event.  
\*\$500.00-Refundable if the property is left in good condition with no damages as determined by Waimea Plantation Cottages management.

4. The following are **REQUIRED** for all events at the Kauai Harbor House and will be arranged through the Waimea Plantation Cottages Event Services Division:

**\*RECEPTION SET-UP:** Including and not limited to tent set-up, stage and dance floor.

**\*MOBILE RESTROOM:** \*Up to 100 (1 portable) \*101-200 (2 portables) \*201-300 (3 portables) \*301-400 (4 portables) \*401-500 (5 portables). Each Mobile Restroom is \$150 + Tax.

**\*SECURITY:** Security will be provided by Waimea Plantation Cottages and is a requirement for all events. There is a fee of \$350 and each event will be assessed by Waimea Plantation Cottages, Director of Security to determine if any additional fees apply.

5. You will be responsible for organizing all other arrangements for your event including but not limited to the following:

**\*LIGHTING:** You must provide additional lighting for both parking areas fronting the property and along the beach access for all night functions that begin from 3 p.m.

**\*GENERATORS:** Please keep in mind that our Harbor House is equipped with limited electrical voltage. Therefore, items requiring additional power (i.e. sound system, stage lighting, etc.) will require a generator. Lighting for tents is provided by Waimea Plantation Cottages.

**\*TRASH REMOVAL:** All Trash must be removed upon check-out in order to avoid additional removal fees. We claim the right to charge the balance to the clients registered credit card.

#### **ALL VENDOR SERVICES PERTAINING TO YOUR EVENT:**

Caterers, flowers, photographer, entertainment/music, other reception set-up (i.e. tables, chairs, tiki torches, archway, gazebo, etc.)

6. If cancellation is received Sixty (60) days or less before the event date, fifty percent (50%) of all fees including event site fee, accommodation fees and other arrangement fees are non-refundable. If cancellation is received thirty (30) days or less before the event date, seventy-five percent (75%) of all fees are non-refundable. All fees become non-refundable if cancellation is received seven (7) days or less before scheduled event time.
7. Defacing, damaging walls, ceilings, grounds, trees, or drilling holes anywhere on the Kekaha Harbor House Property is prohibited and additional fees will be assessed if there is damage to any part of the property.
8. Due to maintenance and liability concerns, any and all decorative items, thrown items (i.e. rice, seeds, etc.) and food and beverages not arranged or approved through Waimea Plantation Cottages, are prohibited. Any and all Fireworks are prohibited and not allowed on property.
9. Waimea Plantation Cottages is not responsible for any accidents or incidents caused by the event or participants, during service provision.

Revised 1/2008

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10. PAYMENTS & CREDIT CARD GUARANTEE: Waimea Plantation Cottages accepts payment in the form of cash (in person), personal check, cashier's check, money order or credit card. All clients **must register a valid credit card** (Visa, MasterCard or American Express) with Waimea Plantation Cottages to keep the event reservation valid. Full payment is due 30 days prior to the event date, although payment towards your event may be made at any time beforehand. Payment and services ordered less than 30 days prior to the event must be paid by credit card. If, for any reason, Waimea Plantation Cottages receives notice for a failed authorization or capture using this credit card, another valid (or updated) credit card must be supplied, otherwise, Waimea Plantation Cottages reserves the right to cancel the event in accordance with the Cancellation Policy. If an event has already occurred, the bill may be sent to a collection agency. Please complete the credit card information section at the end of this form. Although payments on the credit card will be made as directed by you, Waimea Plantation Cottages reserves the right to charge the registered credit card in the event any of the following situations arise:

- Your personal check is returned by the bank unpaid (Returned Check)
- Payments or deposits become past due
- Any additional charges incurred less than 30 days prior to the date of service
- Late or overtime charges incurred for all services caused by client's actions
- Any unpaid cancellation charge

### ACKNOWLEDGMENT

I have carefully read the above Guidelines, Terms and Conditions and hereby acknowledge and agree to the stated terms and conditions. I further agree that I am responsible for any and all arrangements and financial obligations made with regard to the event shown below. *(\*required field)*

*Authorized Signature	<input style="width: 100%; height: 20px;" type="text"/>
*Date	<input style="width: 100%; height: 20px;" type="text"/>
*Printed Name	<input style="width: 100%; height: 20px;" type="text"/>
*Check-in Date	<input style="width: 100%; height: 20px;" type="text"/>
*Check-out Date	<input style="width: 100%; height: 20px;" type="text"/>
*Event Date	<input style="width: 100%; height: 20px;" type="text"/>
*Event Start Time	<input style="width: 100%; height: 20px;" type="text"/>
*Contact #1/Bride: First-Last Name	<input style="width: 100%; height: 20px;" type="text"/>
*Contact #2/Groom: First-Last Name	<input style="width: 100%; height: 20px;" type="text"/>

Revised 1/2008

Initial here \_\_\_\_\_ Date \_\_\_\_\_



## CREDIT CARD AUTHORIZATION

In accordance with the Guidelines, Terms and Conditions, the following credit card will serve as a guarantee of payment for services arranged and rendered by Waimea Plantation Cottages. In addition, payments and deposits may be charged to this credit card as directed by the undersigned. If, for any reason, Waimea Plantation Cottages receives notice for a failed authorization or capture using this credit card, customer agrees to update or furnish valid credit card information. It is further understood that Waimea Plantation Cottages reserves the right to process deposits and payments as outlined in section 6 Payments and Credit Card Guarantee Section.

VISA     MASTERCARD     AMERICAN EXPRESS     DISCOVER

*Credit Card Number	<input type="text"/>
*Expiration Date	<input type="text"/>
*Printed Name	<input type="text"/>
*Check in Date	*
*CVV2	<input type="text"/> (Visa / MC: 3 digits on back of the card. Amex 4 digit above the card number)
Name on Card	<input type="text"/>
Billing Address for credit card:	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Authorizing Signature	<input type="text"/>

- Please process booking deposit on this credit card.
- Do not process booking deposit on this card. I will be mailing payment.

Please initial and date each page. Please send your completed form to:

- Scanned copy email to: [events@waimeaplantation.com](mailto:events@waimeaplantation.com)
- Fax: 808-338-1926
- Mail: Waimea Plantation Cottages, Attn. Event Services Division, PO Box 367, Waimea, Hawaii 96796
- Questions? Please contact us at [events@waimeaplantation.com](mailto:events@waimeaplantation.com) or your event coordinator at 808-338-2345.

Revised 1/2008

Initial here \_\_\_\_\_ Date \_\_\_\_\_