

# Hilton Waikoloa Village Weddings



## **WEDDING PACKAGES**

Selection of a Hilton Waikoloa Village wedding package is required for all weddings. Refer to packages below for more information.

## **WEDDING TIMEFRAMES**

Wedding Ceremony sites are reserved for up to one (1) hour with an additional two (2) hours for vendor setup. Cocktail Reception sites are reserved for up to one (1) hour with an additional two (2) hours for vendor setup. Dinner Reception sites are reserved for up to three (3) hours with an additional three (3) hours for vendor setup. Banquet staff and vendor setup will be completed 15 minutes prior to the event's start. Additional fees may apply for early setup requirements. Overtime fees may apply for events lasting more than the allotted timeframes listed.

Morning weddings will conclude by 11:00 am, afternoon weddings will conclude by 2:00 pm, sunset weddings are held 1.5 to 2 hours prior to sunset, and evening weddings are held during sunset hour or after the sunset.

Due to Hawaii county noise restrictions, all outdoor events must conclude by 10:00 pm, and all indoor events shall conclude by 2:00 am.

## **WEATHER BACKUP**

Each outdoor event will have an indoor weather backup location. Should inclement weather occur, your Catering Manager will assess the situation and discuss the options with you. The Resort will make the final decision whether to move an event indoors, based on your input, the weather and safety conditions of the guests and staff. This decision will be made no less than five (5) hours prior to an event.

## **WEDDING AGREEMENT**

Notify your Catering Manager of your preferred wedding date and location(s) in order to check availability. Once the date and location(s) are agreed upon, provide your Catering Manager an estimated guest count, general timeline and selected package(s), so that she/he can provide you with a wedding agreement. A signature of this agreement is due within five (5) days, and a non-refundable deposit of 25% of your estimated wedding costs is due within five (5) days of returning your signed agreement. Your agreement will outline the remaining deposit schedule.

Weddings may be booked up to one (1) year in advance of the wedding date.

An additional 25% premium will apply for weddings held on holidays.

## **CANCELLATION**

A graduated cancellation schedule will be outlined in the wedding agreement.

## **BILLING**

A non-refundable deposit of 25% of the estimated wedding costs will be due within five (5) days of returning your signed agreement. The agreement will outline the remaining deposit schedule; 100% of the estimated wedding cost is due a minimum of seven (7) business days prior to your wedding.

Your vendors must provide the Resort with invoices a minimum of 30 days in advance of the wedding. These invoices will outline the agreed upon services and pricing. Their charges will be included in the Resort's estimate and paid directly through the Resort's finance department.

## **SERVICE CHARGE, GRATUITIES, ADMINISTRATIVE FEE, TAXES**

All food and beverage prices are subject to the 4.166% Hawaii General Excise Tax and a 22% service charge, which breaks down to 14% gratuity and 8% administrative fee. Gratuity is fully distributed to servers, setup housemen, bussers and/or bartenders assigned to the wedding. The Administrative Fee is not a gratuity and is the property of the Resort to cover discretionary costs of the wedding. The current 4.166% Hawaii General Excise Tax will be applied to all other charges.

## **FOOD AND BEVERAGE**

All food and beverage must be supplied by the Resort and served by Resort staff, unless an exception is made by Director of Catering due to cultural needs, such as Kosher meals. For health and safety purposes, food and beverage may not be taken at the wedding's conclusion, with the exception of the wedding cake.

Menu rates for food and beverage functions will be guaranteed ninety (90) days prior to the wedding date. Menu selection, guest allergies and/or dietary needs are required to be provided to the Catering Manager 30 days in advance of the wedding. If the wedding is booked within 30 days, the menu must be selected within three (3) business days of signing the agreement.

A Banquet Event Order, outlining all the food, beverage and details will be created and provided to you by your Catering Manager. A signature is required at least seven (7) business days prior to the wedding in order to move forward with preparations.

Plated meals have a minimum of three (3) courses with up to two (2) entrée selections and one (1) vegetarian entrée option. Couples selecting plated meals must provide place cards with entrée indicators and an alphabetical guest list with entrée selections notated.

## **GUEST COUNT GUARANTEE**

An estimated guest count guarantee is due 30 days prior to the wedding date. The final guest count guarantee, including a breakdown of adults, children (3-12) and keiki (0-2) is due to the Catering Manager by 12:00 pm HST, three (3) business days in advance of the wedding. You will be charged for the final guarantee or the number in attendance, whichever is greater.

The Resort will prepare 3% more than the guarantee. If the guest count is raised higher than the 3% overage within three (3) business days of the wedding, the selected menu is not guaranteed. However, the Resort will make its best effort to provide the selected menu.

## **CATERING MANAGER**

Your Catering Manager is your on-site wedding liaison between you and the Resort. She/he will guide you through the contracting process to reserve your wedding date, and she/he will work closely with you to select a menu and diagram your wedding setup. This will not be the same contact for your guestrooms.

## **GROUP SALES MANAGER**

A Group Sales Manager is your guestroom liaison between you and the Resort. She/he will be able to provide you information about discounted room blocks, E-events and room reservations. This will not be the same contact for your wedding event(s).

## **RESORT PLANNING**

Your Catering Manager will begin planning your menu and diagram setup with you 60 to 90 days in advance of your wedding. If you have questions prior to that timeframe, please be patient, and allow your Catering Manager up to 48 hours to respond to your inquiry. Weddings within 90 days have a priority, but your Catering Manager will reach out to you at their absolute earliest opportunity. We urge you to start booking and planning with your vendors once you sign an agreement with the Resort.

## **VENDORS**

You will be responsible for hiring, communicating with and managing your wedding vendors. The Resort's Preferred Vendor List has been created to provide you ease and confidence in hiring your vendors, as these professionals meet the requirements for the Resort. While you may utilize vendors not outlined on our Preferred Vendor List, they must be approved by the Resort's Director of Catering prior to their hiring. There will be a \$500.00 (plus tax) fee assessed for each vendor hired that is not on our list. They are also required to be licensed, sign and abide by the Vendor Policies and Code of Conduct and provide proof of their \$2 million limited liability insurance. You must provide your Catering Manager the vendor's contact information a minimum of 30 days in advance of your wedding.

We strongly encourage you to hire a professional wedding planner to simplify the planning process for you, as they are the perfect partner to assist you with the fine details of your wedding. They can assist in hiring and managing your vendors, maintaining your budget and managing the important projects throughout your engagement, such as save the dates, invitations, RSVPs, seating charts, favors and timelines. Planners will also be there on your wedding day to provide you personalized care, supervise your vendors and their setup, usher the guests to your ceremony and/or reception, setup your decor, keep your wedding running smoothly and on time, and they can ensure your wedding is exactly true to your full vision. An experienced and organized wedding planner will be able to make these endeavors effortless.

Vendors working four (4) or more hours and through the duration of a reception will receive a vendor meal at \$35.00 per vendor and will be added to your Banquet Event Order and final invoice. Advise your Catering Manager of the amount of vendor meals needed a minimum of 30 days prior to your wedding.

## **DÉCOR**

The Resort is not responsible for coordination, setup, teardown and/or removal of non-Resort property, such as menus, favors and/or décor. Décor cannot be affixed to walls, floors, ceilings, tables, chairs and/or staging with tape, nails or staples.

Guests and vendors must setup during timeframes outlined in the wedding agreement. All décor must be setup by someone in the group or a vendor unless rented through the Resort. If a guest is completing setup, they must sign and abide by Vendor Policies and Code of Conduct.

## **LINEN**

White and black table linens and white napkins are included in your package. Upgraded linen and napkins are available through the Resort at an additional cost, and specialty linens and napkins may be rented from an outside vendor.

## **SHIPPING AND PACKAGES**

Notify your Catering Manager if you will have packages delivered to the Resort, so that she/he can provide labeling requirements. Packages may be delivered to the Resort within seven (7) business days of the wedding date. A package facility fee of \$7.00 per small and/or medium box, \$10.00 per large box, \$12.00 per extra-large box and \$50.00 per pallet will be assessed. For your convenience and safety, we ask that all deliveries made on your behalf to our conference center be made through our loading dock. This includes all outside vendors such as musicians, production companies, florists, design companies, etc.

Welcome/Gift Bags being delivered to guestrooms are \$2.50 per bag, and each bag must be labeled with the guest's full name as listed on the room reservation. Provide your Catering Manager the bags with a rooming list one (1) week prior to the first guest's check-in date.

## **SIGNAGE**

Pre-approved signage is only permitted in the contracted wedding space. All signs must be professionally printed and should be free standing or displayed on an easel. Resort can provide a complimentary easel if needed.

## **AUDIO VISUAL**

Presentation Services Audio Visual (PSAV), our in-house a/v team, provides knowledgeable staff, lighting, sound and visual equipment.



# Aloha Aku No

Choice of Approved Private Wedding Ceremony Location for up to One Hour

Morning, Afternoon, Sunset or Evening Ceremony Availability

White Folding Garden Chairs for All Your Guests

Setup and Teardown of Ceremony Location (Chairs, Tables, Easels)

Iced Water Station

Two Ceremonial Leis (Orchid, Plumeria or Maile)

Banquet Attendant to Assist in Keeping Your Ceremony Private

Traditional Non-Denominational or Non-Denominational Hawaiian Ceremony Officiant

Hilton Honors Points

*One Point for Each Dollar Spent on Food, Beverage and Site Fee, Excluding Tax and Service Charge*

Hawaii State Marriage License Information

Hilton Waikoloa Village Preferred Vendors List

Ceremony Rehearsal One Day Prior to Wedding

A La Carte Enhancements Welcomed

\$3,175



# Me Ke Aloha

Choice of Approved Private Wedding Ceremony Location for up to One Hour

Morning, Afternoon, Sunset or Evening Ceremony Availability

White Folding Garden Chairs for All Your Guests

Setup and Teardown of Ceremony Location (Chairs, Tables, Easels)

Custom Wedding Bouquet

Orchid Aisle Scatter

Professional Acoustic Ukulele, Guitar or Violin Soloist for up to One Hour

Iced Water Station

Two Ceremonial Leis (Single Orchid, Plumeria or Maile)

Banquet Attendant to Assist in Keeping Your Ceremony Private

Traditional Non-Denominational or Non-Denominational Hawaiian Ceremony Officiant

Hilton Honors Points

*One Point for Each Dollar Spent on Food, Beverage and Site Fee, Excluding Tax and Service Charge*

Hawaii State Marriage License Information

Hilton Waikoloa Village Preferred Vendors List

Ceremony Rehearsal One Day Prior to Wedding

A La Carte Enhancements Welcomed

\$3,825



# Aloha Nui Loa

Choice of Approved Private Wedding Ceremony Location for up to One Hour

Morning, Afternoon, Sunset or Evening Ceremony Availability

White or Brown Garden Chairs for All Your Guests

Setup and Teardown of Ceremony Location (Chairs, Tables, Easels)

Custom Wedding Bouquet

Coordinating Hair Flowers

Orchid Aisle Scatter

Professional Acoustic Hawaiian or Classical Duo for up to One Hour

Sound System with Two Speakers and One (1) Lavalier Microphone

Lei Greeter with up to (10) Single Orchid Leis

Keepsake Certificate

Iced Water Station

Two Upgraded Ceremonial Leis

*Double Orchid, Double Tuberoses, Double Plumeria or Maile with Floral Twist*

Banquet Attendant to Assist in Keeping Your Ceremony Private

Traditional Non-Denominational or Non-Denominational Hawaiian Ceremony Officiant

Hilton Honors Points

*One Point for Each Dollar Spent on Food, Beverage and Site Fee, Excluding Tax and Service Charge*

Hawaii State Marriage License Information

Hilton Waikoloa Village Preferred Vendors List

Ceremony Rehearsal One Day Prior to Wedding

A La Carte Enhancements Welcomed

\$5,550

# Hilton Waikoloa Village Ceremony Locations

*Palace Gardens*



*Buddha Point*



*Grand Staircase*



*Wedding Chapel*





*Ocean View Terrace*



*Dolphin Quest Lanai (Additional Fees and Time Restrictions Apply)*



# Reception Packages

## Ocean View Terrace

Ocean View Terrace Reception Location for up to Four Hours, Including One Hour Cocktail Reception

Outdoor Lighting Package for up to 50 Guests Includes Two Scoop or Wash Lights on Dimmers

White Folding Garden Chairs for All Your Guests

Setup and Teardown of Reception Location (Tables with Black or White Linen, Chairs and Easels)

Mobile Kitchen for Outdoor Dining Serving up to 50 Guests

Hilton Honors Points

*One Point for Each Dollar Spent on Food, Beverage and Site Fee, Excluding Tax and Service Charge*

Hilton Waikoloa Village Preferred Vendors List

\$1,925

*\* Additional Fees Apply for Events with More Than 50 Guests*



# Lagoon Lanai

Lagoon Lanai Reception Location for up to Four Hours, Including One Hour Cocktail Reception  
Outdoor Lighting Package for up to 50 Guests Includes Three Scoop or Wash Lights on Dimmers

White Folding Garden Chairs for All Your Guests

Setup and Teardown of Reception Location (Tables with Black or White Linen, Chairs and Easels)

Hilton Honors Points

*One Point for Each Dollar Spent on Food, Beverage and Site Fee, Excluding Tax and Service Charge*

Hilton Waikoloa Village Preferred Vendors List

\$1,500

*\* Additional Fees Apply for Events with More Than 50 Guests*



# Grand Staircase

Grand Staircase Reception Location for up to Four Hours, Including One Hour Cocktail Reception

White Folding Garden Chairs for All Your Guests

Setup and Teardown of Reception Location (Tables with Black or White Linen, Chairs and Easels)

Hilton Honors Points

*One Point for Each Dollar Spent on Food, Beverage and Site Fee, Excluding Tax and Service Charge*

Hilton Waikoloa Village Preferred Vendors List

\$1,000



# Indoor Ballroom

Ballroom Reception Location for up to Four Hours, Including One Hour Cocktail Reception

White Folding Garden Chairs for All Your Guests

Setup and Teardown of Reception Location (Tables with Black or White Linen, Chairs and Easels)

Hilton Honors Points

*One Point for Each Dollar Spent on Food, Beverage and Site Fee, Excluding Tax and Service Charge*

Hilton Waikoloa Village Preferred Vendors List

\$1,250



# A La Carte Selections

## Decor

White Garden Chairs \$10.00  
Chocolate Brown Garden Chairs \$12.00  
Standing Umbrellas \$25.00 each  
Double Tiki Torches \$75.00 each  
Upgraded Floor Length Linen \$50.00 each  
Overlays \$35.00 each  
Black Napkins \$3.00 each  
Small Firefly-Light Mason Jar Centerpieces \$7.00 each  
Large Firefly-Light Mason Jar Centerpieces \$10.00 each  
Three-Tier Oil Lamp \$35.00 each

## Exclusive Transportation

Let our canal boat(s) provide you and/or your guests private transportation through the Resort, take part in a unique grand entrance or exit from your wedding or get whisked away to celebrate a few moments as newlyweds.

“Just Married” Wedding Canal Boat Cruise with “Just Married” sign \$350.00

Private transportation for up to 24 passengers

Boat Ride Enhancements – inquire with your Catering Manager

## Wedding Cake\*

One Tier, 14” Round or Square, Serves 16 Guests \$140.00

Two Tier, 6” and 10” Round or Square, Serves 32 Guests \$305.00

Three Tier, 6”, 10” and 14” Round or Square, Serves 80 Guests \$505.00

Four Tier, 6”, 10”, 14” and 18” Round or Square, Serves 190 Guests \$550.00

Rolled Fondant Icing: Add \$25.00 per tier

Additional charges may apply for custom designs, decorations and special requests

\*Banquet Attendant Required for All Food and Beverage Services at Ceremony Locations. Banquet Attendant to assist with Food and Beverage and/or Blocking Traffic \$50.00 per attendant per hour.

## Beverages\*

Champagne, Veuve Clicquot Yellow Label, Champagne, France \$145.00 per Bottle

Sparkling Wine, Domaine Chandon Brut Classic, Napa Valley \$66.00 per Bottle

Sparkling Cider, House Selection \$18.00 per bottle

Bottled Water and/or Soda Display \$4.00 per beverage

\*Banquet Attendant Required for All Food and Beverage Services at Ceremony Locations. Banquet Attendant to assist with Food and Beverage and/or Blocking Traffic \$50.00 per attendant per hour.