



At Turtle Bay Resort

# 2007 Restaurant **BUY OUT** Agreement

**Date:** \_\_\_\_\_  
**To:** Amy Agustin, Special Events Coordinator **Fax No.:** (808) 637-2174  
**From:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **BUY-OUT PERIOD:** \_\_\_\_\_ 7 a.m. – 10 a.m.  
 \_\_\_\_\_ 11:30 a.m. – 3:30 p.m.  
 \_\_\_\_\_ 5:30 p.m. – 9:30 p.m.

**Contact's Full Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Phone Numbers:** \_\_\_\_\_

### Guest Count

I understand that I am responsible to inform Ola of my final guaranteed count at least ten (10) days prior to the date of my event by 4 p.m. Pacific Standard Time. This is the exact number of guests attending the event and this number is the guaranteed minimum, not subject to reduction, with charges made accordingly.

**Total Number of Guests:** \_\_\_\_\_ **(Adults: \_\_\_\_\_ Keiki: \_\_\_\_\_)**

### Deposits

- Check Number \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ is enclosed.
- To confirm my event and reservation, my credit card information is listed below:  
 \_\_\_ Visa      \_\_\_ Mastercard      \_\_\_ American Express      \_\_\_ Discover

**Cardholder's name as listed on card:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_ **CVV Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

### Cancellation Policy

I understand that I may cancel my function and contract only upon giving you written notice no later than ten (10) days prior to my event. If written notice is not given at least ten (10) days prior to my event, I understand that my deposit check is nonrefundable or an amount equal to 50% of the anticipated revenue quoted will be charged to my credit card.

### Final Payments

Full payment must be received upon completion of the event. Acceptable forms of payment are cash, Visa, Mastercard, American Express and Discover card.

- I wish to use the credit card listed above for final payment.
- I will be using another form of payment for the final charges.

**I have read and agree to all terms listed on this confirmation. I understand that the initialed pages (1, 2 & 3) of the BUY-OUT Information is a part of this agreement and I agree to all terms listed.**

\_\_\_\_\_  
 Signature Please Print Name Date

**\*Once approved, please send confirmation via: \_\_\_\_\_ fax \_\_\_\_\_ e-mail \_\_\_\_\_ mail**

DATE CONFIRMATION OF _____ <small>(Date of Event)</small>	_____, _____ <small>(Time of Event)</small> APPROVED.
Ola at Turtle Bay Resort	Date