



At Turtle Bay Resort

## 2007 Special Event Information

### Special Event Location

- **All events are held on the beachfront, sand area under the awnings.**

Please note the paragraph below regarding "Unforeseen Contingencies." Table placement has been prearranged according to guest count to get the best flow throughout the designated area. Rectangle banquet tables are used.

### Function Times

- **The reserved area for special events have a 2 hour time limit; each hour thereafter has a \$250.00 charge per hour. Additional time needed must be confirmed on the Special Event Agreement (Ola will not guarantee the availability of the reserved space if additional time is not booked on the original Special Event Agreement). Reservations are held for 30 minutes after reservation time only, anytime thereafter, the reservation will be forfeited. Should a party come in late, the end time will remain the same.**

Breakfast Functions:	8 a.m. – 10 a.m.
Lunch Function:	11 a.m. – 1 p.m. 2 p.m. – 4 p.m.
Cocktail Receptions:	4 p.m. – 6 p.m.
Dinner Functions:	5 p.m. 7 p.m. 8 p.m. – 10 p.m.

### Guests

- ALL parties of 15 or more persons will require a special menu determined prior to event date.
- OLA is able to accommodate parties of 15 to 60 guests. Please note that we are open to the public for regular dining service during this time. **The restaurant "BUY-OUT" is required for parties with more than 60 guests.** Should your special function exceed the 60-guest count, the buyout fee will be automatically assessed to your final bill.
- For parties of 25 or more guests, a table and chair rental fee will be assessed, along with delivery charges. Rental fees are listed below.

### Menu Pricing & Details

- Each menu is priced on a per person basis.
- 4.712% Hawaii State Tax and 18% Service Fee will be added for all parties.
- We offer special Keiki (Children's) Menus for our guests ages 12 and under, with the plated dinner selections. For our buffet selections, Keiki between the ages of 5 and 12 will receive a 50% discount, while keiki 4 and under are free of charge.
- Confirmed menu selection must be finalized no later than ten (10) days prior to event.
- We will be pleased to accommodate any requests for meal substitutions due to dietary restrictions. These requests must be made at least ten (10) days prior to the function and may be charged at an additional cost.
- Please be advised that buffet selections are not "all you can eat" affairs with quantities based on your reserved head count. Extra food may be prepared and charged accordingly. Buffet selections must be ordered for the total number of guests in attendance, excluding children under 5 years of age.

\_\_\_\_\_ *Initials* \_\_\_\_\_ *Date*

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### Food and Beverage Services

● All food and beverage items must be purchased exclusively from Ola, with the exception of wedding or ceremonial cakes. A cake cutting fee of \$1.00 per person will be assessed. Refrigeration can be provided (if available) for ceremonial cakes prior to service, however, OLA will not be held responsible, if for some reason, damage is done to the cake.

● **ALL BEVERAGES MUST BE PURCHASED FROM OLA.** No outside beverages are permitted, including wine/champagne used for ceremonial toasts.

● Due to health concerns, no food or beverages are permitted to be removed from the restaurant.

● Beverage sales, services and consumption are regulated by the City and County of Honolulu Liquor Commission.

### Deposit

● In order to confirm your event and reservation, credit card information is needed or a deposit in the amount of fifty percent (50%) of the anticipated revenue is required, along with the signed event agreement.

● Date confirmation is based on a first-come, first-serve basis and receipt of signed agreement and deposit.

### Guest Count

● We must be informed of your final guaranteed count at least ten (10) days prior to the date of your event, before 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.**

● If the actual number of guests exceeds the guarantee, every effort will be made to service these guests, however, a menu substitution and other seating arrangements may be necessary and meal service may be delayed. A 10% increase in menu price per person will be assessed for each additional guest.

● **Payment is based on the guaranteed number or actual attendance, whichever is greater.**

### Payment

● A final statement of all unpaid amounts will be presented at the end of the event and full payment is due at that time.

● Forms of payment that are accepted are Cash, Visa, MasterCard, American Express and Discover.

**WE DO NOT ACCEPT PERSONAL CHECKS.**

### Cancellations

● You may cancel your function and contract only upon giving us written notice no later than five (5) days prior to your event to receive a full refund of your deposit. **Should you not meet the five day cancellation requirement, your deposit is nonrefundable or an amount equal to fifty percent (50%) of the anticipated revenue will be charged to your credit card.**

\_\_\_\_\_ *Initials* \_\_\_\_\_

\_\_\_\_\_ *Date* \_\_\_\_\_

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### Unforeseen Contingencies

● **Ola will not be responsible for damage or loss of any merchandise, articles, equipment or property left on our premises before, during and after your event.** You are responsible for damage to the premises during the time premises is under your use. Ola will not be held liable for failure to carry out arrangements due to acts of God or nature (i.e. weather, etc.), or other conditions that are not under the control of Ola at Turtle Bay Resort.

### Parking

● Validated parking is available for all guests at no charge.

### Entertainment

● To insure that all of our guests have the experience that was intended for them, **Ola does not allow outside entertainment, microphones, slide projectors, televisions and other acoustic equipment for special events.** Should you wish to have Hawaiian entertainment, a list of approved entertainers can be provided.

### Decorations and Special Touches

● Special touches and décor may be purchased through OLA for your convenience. However, please be advised that our Special Event Coordinators or other Crewmembers **ARE NOT** personal Wedding or Special Event Coordinators and they do not handle seating charts, place cards, special décor and favor placement. Our services include table placement, linen, china, silverware and glassware placement, with set-up to begin 1 hour prior to your event start time. Should you wish to utilize our services for décor, a charge of \$250 will be assessed.

● Ola does not allow any decorations to be affixed to pillars or ceilings in the restaurant. Please coordinate with us on any centerpieces that are brought in. All items must be removed at the conclusion of the event. We will not be responsible for items left on our premises.

The following special touches are available for your convenience. Please be advised that this does not include placement or set-up. Floral arrangements or lei purchased through OLA will be refrigerated prior to event start time.

Custom Printed Menus with Event Name and Date	\$1.00 each
Ola Custom Name Cards- Printing	\$2.00 each
Floral Centerpieces	Beginning at \$50.00 each
Votive Candles	Beginning at \$15.00 per table
Rose Petals (for a table of 4 – 8 guests)	\$20.00 per table
Lei for Special Guests	Beginning at \$20.00 per lei
Linen Table Cloths	\$5.00 per table
Chair Cushions (Beige)	\$5.00 each
Seat Covers- Blue Hawaiian Quilt	\$10.00 each
Table Runner- Blue Hawaiian Quilt	\$15.00 each
60" Round Banquet Table	\$15.00 each
Round Linen Table Cloths	\$25.00 each
Cake Table with Linen	\$15.00 each

\_\_\_\_\_ **Initials** \_\_\_\_\_ **Date**

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*Rental Items required for parties of 25 or more guests:*

<i>Banquet Tables</i>	<i>\$10.00 each plus delivery</i>
<i>Banquet Chairs- White Plastic with Metal Frame</i>	<i>\$2.50 each</i>
<i>Banquet Chairs- White Wooden</i>	<i>\$5.00 each</i>
<i>Banquet Chairs- Chiavari (white or gold)</i>	<i>\$12.00 each</i>
<i>Satellite Bar (Does not include beverage cost)</i>	<i>\$150.00 Bar Set Up Fee &amp; Bartender Fee of \$25.00/hour</i>

*\*Please initial pages one, two and three and submit with this signed page below.*

*I have read, understand and agree to the policies listed above as set forth by Ola at Turtle Bay Resort.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_

*Name of Event:* \_\_\_\_\_ *Event Date:* \_\_\_\_\_