



# Events & Catering

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At Turtle Bay Resort

Date of Agreement: \_\_\_\_\_

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

Venue: \_\_\_\_\_

Type of Service Needed:

Delivery Only     Buffet Service     Plated Service

Other: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Contact's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #s: Home \_\_\_\_\_ Mobile: \_\_\_\_\_

Work \_\_\_\_\_ Fax: \_\_\_\_\_

## 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: \_\_\_\_\_)



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