



2008 Special Event Information RESTAURANT BUY-OUT

All parties with over 60 guests are considered Buy-Outs

Restaurant Buy-Out Periods

Breakfast	7 a.m. – 10 a.m.
Lunch	11:30 a.m. – 3:30 p.m.
Dinner	5:30 p.m. – 9:30 p.m.

Buy-Out Rental Guidelines

Minimum Buy-Out Site Fee Breakfast/Lunch:	\$5,000.00	(Monday – Thursday)
	\$6,000.00	(Friday – Sunday)
Minimum Buy-Out Site Fee Dinner:	\$10,000.00	(Monday – Thursday)
	\$12,000.00	(Friday – Sunday)

- Site Fee does not include food & beverage.
- Site Fee does not include Hawaii State Tax and 18% Service Fee.

Details

- All parties with over 60 guests are considered Buy-Outs.
 - Maximum Capacity (under roof only) is 200 guests.
 - Additional Seating is available on the sand for larger parties
 - Buy-Out Rental Rates include use of OLA wooden tables, chairs, linen (for 6' banquet tables ONLY), china, flatware and glassware for up to 200 guests, along with 8 (eight) 6' Banquet Tables for Station Set-up only.
- Additional tenting, tables, chairs, linen, china, flatware, glassware and other items that may be needed must be rented by Client, with all costs and delivery charges incurred by you.
- Please inquire with OLA to coordinate delivery and pick-up times.

Menu, Food and Beverage Services

- A special menu selection must be determined prior to event date.
 - Each menu is priced on a per person basis.
 - 4.712% Hawaii State Tax and 18% Service Fee will be added for all parties.
 - Please review our Special Event Menus as a guideline when planning your event.
- Menu selections can be buffet-style, action-stations or plated action stations.
- A special Keiki (Children's) Menu can be created for our guests ages 12 and under.
 - Confirmed menu selection must be finalized no later than twenty-five (25) 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 twenty-five (25) 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.
 - 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.
 - 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.

Reservation Confirmation

- 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.

_____ Initials _____ Date

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Guest Count

- We must be informed of your final guaranteed count at least twenty-five (25) 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.

Cancellations

- You may cancel your function and contract only upon giving us written notice no later than ten (10) days prior to your event to receive a full refund of your deposit. Should you not meet the ten 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.

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, 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

- All entertainment must be approved by Ola no later than twenty-five (25) days prior to event. Entertainer must bring sound system and all electrical cords needed. If Entertainer is situated on the sand, a tent rental may be necessary, with cost and delivery charges incurred by you. Volume must be kept reasonable, so as not to disturb our hotel guests and villa residents. Entertainment must end no later than 9:30 p.m.

Decorations

- 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.

Set-Up & Breakdown Times

- Set-up may begin one (1) hour prior to your event start time. Absolutely no set-up may take place prior to that time, as our restaurant is open to the public for service. All items needed for the event (décor, beverages, etc.) may be brought to the restaurant at that time. OLA Staff will handle set-up of tables, chairs and action stations, however, we are not responsible for décor, linen, floral design, etc.

_____ Initials _____ Date

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Special Touches

Ola Custom Name Cards	\$1.00 each
Floral Centerpieces	Beginning at \$50.00 each
Candle Centerpieces	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 \$15.00 per lei
Linen Table Cloths	\$5.00 per table
Additional Outside Seating & Cocktail Tables	Please inquire about rental rates
Satellite Bar (Does not include beverage cost)	\$100.00 Bar Set Up Fee & Bartender Fee of \$25.00/hour
Cake Cutting Fee	\$1.00 per person

OLA Contact Information

Janine Ordenstein, Special Events Coordinator

Mobile: (808) 286-0993
Fax: (888) 329-4280
E-mail: specialevents@olaislife.com

***Please initial page one and two, sign below and submit with Special Event Agreement.**

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

Signature: _____

Print Name: _____

Date: _____

Name of Event: _____ Event Date: _____