2008 Special Event Agreement

Date: _____
To: Janine, Ordenstein, OLA Special Events Coordinator **Fax No.:** (888) 329-4280
From: _____

Event Name: _____

Event Date: _____ **Event Time:** _____

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 five (5) days prior to my event. If written notice is not given at least five (5) 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.

_____ _____ _____
Signature **Please Print Name** **Date**

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

DATE CONFIRMATION OF _____ , _____ APPROVED.
(Date of Event) (Time of Event)

_____ _____
Ola at Turtle Bay Resort Date