

Confirmation Letter

_____ I will provide the Large Party Coordinator with a signed copy of this confirmation letter, a signed event order and a deposit equivalent to 25% of the estimated cost of the event to secure my event date and time. A deposit of 50% is required if the event is within 30 days.

_____ I will provide Large Party Coordinator with a second deposit, which combined with the first deposit, will be equivalent to 50% of the estimated cost of the event.

_____ I will provide the Large Party Coordinator with my menu and beverage selections at least two weeks prior to the event. If I choose to make any changes to pre-existing menus, or create a custom menu, those changes will have to be approved at least 30 days prior to the event.

_____ I will provide the Large Party Coordinator with the minimum number of attendees at least 5 days prior to the event. If this number increases, I will provide the increased attendance figures at least 48 hours prior to the event.

I, _____ have read through and agree to the general policies set forth by Hula Grill Kaanapali.

Date _____

