



Ko`olau Meetings, Trainings and Retreats Booking Information & Policies

Aloha! The Ko`olau Ballrooms Sales Team is eager to assist you in planning every aspect of your upcoming Meeting or Training. Should the enclosed information not suit your particular needs, we will be more than happy to customize a package for your group.

- ❖ **Pick a date.**
 - Should the room/s you prefer be available, we will hold the room for your event for a *maximum* of 7 days.

 - ❖ **Request the contract.**
 - Your space will be held for you while the contract is being drafted.

 - ❖ **Sign and return the Contract.**
 - Sign and return the contract by the DUE DATE, with the DEPOSIT requirement. Your deposit may be paid via Credit Card, Check or Purchase Order.

 - ❖ **Fill out Meeting Organizer.**
 - Simply Fill out our Meeting Organizer (included) and return to the Catering Office via fax or email. A Banquet Event Order and Floor plan will be created summarizing the information on your Organizer. You may correct and adjust your Banquet Event Order and Floor plan prior to approving

 - ❖ **Guest Count.**
 - Turn in your guest count by the DUE DATE on your contract.

 - ❖ **Receive the invoice.**
 - An Original invoice will be sent to the address, based on the guarantee guest count. In most cases, you may receive a copy of the invoice prior to or at the conclusion of your event.
 - Full payment is requested prior to the event date. Prior arrangements may be made with your Sales Associate for a later payment due date.
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Meeting Express Package A

Minimum 25 People

Available Monday thru Friday Only – 7:00 a.m. to 4:00 p.m.

Package Includes:

AMPLE FREE PARKING

Complimentary Use of MEETING ROOM

PODIUM AND WIRED MICROPHONE

Additional Audio Visual equipment is available; please inquire with your Catering Representative.

CONTINENTAL BREAKFAST

PRIVATE LUNCHEON BUFFET

CONTINENTAL BREAKFAST

(Two hours)

Freshly Brewed Coffee *And* Decaffeinated
Coffee
Selection of Hot Teas

Fresh Fruit Juice
(*Selection of One: Orange • Guava •
Pineapple*)

Assorted Pastries
(*Based on two pieces per person*)

Seasonal Fresh Fruit

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LUNCHEON BUFFET

Salads

Salad du Jour

Rotini Pasta Salad

Seasonal Fresh Fruits

Island Greens with Assorted Dressings

Ko`olau Potato & Macaroni Salad

CHEF'S SELECTION OF TWO ENTREES

Buffet Includes:

Steamed White Rice, Oven Roasted Potatoes, Wok Stir Fried Vegetables, Freshly Baked Rolls *And* Butter ,
Koolau Bread Pudding with warm caramel sauce & toasted almonds
Pastry Chef's Selection of Cakes *And* Pies
Freshly Brewed Regular and Decaffeinated Coffee, Hot or Iced Tea

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AFTERNOON REFRESHMENT BREAK

Freshly Baked Assorted Cookies or Chocolate Brownies (Based on two pieces per person)
Freshly Brewed Regular/Decaffeinated Coffee or Selection of Teas (Based on one cup per person)
Assorted Soft Drinks (Based on one per person)

\$43.95 Per Person

All prices are subject to Applicable Current Service Charge and State Tax
Prices & Menus are Subject to Change

Meeting Express Package B

Minimum 25 People

Available Monday thru Friday Only – 7:00 a.m. to 4:00 p.m.

Package Includes:

AMPLE FREE PARKING

Complimentary Use of MEETING ROOM

PODIUM AND WIRED MICROPHONE

Additional Audio Visual equipment is available; please inquire with your Catering Representative.

CONTINENTAL BREAKFAST

PRIVATE LUNCHEON BUFFET

CONTINENTAL BREAKFAST

(Two hours)

Freshly Brewed Coffee *And* Decaffeinated
Coffee
Selection of Hot Teas

Fresh Fruit Juice
(*Selection of One: Orange • Guava •
Pineapple*)

Assorted Pastries
(*Based on two pieces per person*)

Seasonal Fresh Fruit

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LUNCHEON BUFFET

Salads

Salad du Jour

Rotini Pasta Salad

Seasonal Fresh Fruits

Island Greens with Assorted Dressings

Ko`olau Potato & Macaroni Salad

CHEF'S SELECTION OF TWO ENTREES

Buffet Includes:

Steamed White Rice, Oven Roasted Potatoes, Wok Stir Fried Vegetables, Freshly Baked Rolls *And* Butter ,
Koolau Bread Pudding with warm caramel sauce & toasted almonds
Pastry Chef's Selection of Cakes *And* Pies
Freshly Brewed Regular and Decaffeinated Coffee, Hot or Iced Tea

\$37.95 Per Person

All prices are subject to Applicable Current Service Charge and State Tax
Prices & Menus are Subject to Change

Meeting Express Package C

Minimum 25 People

Available Monday thru Friday Only – 7:00 a.m. to 4:00 p.m.

Package Includes:

AMPLE FREE PARKING

Complimentary Use of MEETING ROOM

PODIUM AND WIRED MICROPHONE

Additional Audio Visual equipment is available; please inquire with your Catering Representative.

PRIVATE LUNCHEON BUFFET

LUNCHEON BUFFET

Salads

Salad du Jour

Rotini Pasta Salad

Seasonal Fresh Fruits

Island Greens with Assorted Dressings

Ko`olau Potato & Macaroni Salad

CHEF'S SELECTION OF TWO ENTREES

Buffet Includes:

Steamed White Rice, Oven Roasted Potatoes, Wok Stir Fried Vegetables, Freshly Baked Rolls *And* Butter ,
Koolau Bread Pudding with warm caramel sauce & toasted almonds
Pastry Chef's Selection of Cakes *And* Pies
Freshly Brewed Regular and Decaffeinated Coffee, Hot or Iced Tea

AFTERNOON REFRESHMENT BREAK

Freshly Baked Assorted Cookies or Chocolate Brownies (Based on two pieces per person)
Freshly Brewed Regular/Decaffeinated Coffee or Selection of Teas (Based on one cup per person)
Assorted Soft Drinks (Based on one per person)

\$33.95 Per Person

All prices are subject to Applicable Current Service Charge and State Tax
Prices & Menus are Subject to Change

MEETING ORGANIZER

*Please complete and return this information to your Catering Representative
Approximately two months prior to your event.*

1. Name of Event: _____
Day/Date of Event: _____

Number of Guests attending: _____
Start & End Time: _____ Break Times: _____
On-Site Contact: _____

2. Registration Table Yes___ No ___
Number of Chairs at Table _____

3. Speaker Yes___ No ___
Speaker's Name _____

4. Table for Materials in function room Yes___ No ___

5. Shipping boxes to Koolau Ballrooms Yes ___ No ___
Carrier (Fedex, DHL, UPS, etc.) _____ Tracking No. _____
Expected delivery date _____ addressed to: _____
Special handling instructions _____

6. Audio Visual requirements:
(1st wired microphone complimentary, all others at additional charge)
Podium Yes ___ No ___
Screen Yes ___ No ___
Lavalier mic Yes ___ No ___ If yes, Wired ___ Wireless ___
Projection Table Yes ___ No ___
Power Strip Yes ___ No ___
Extension Cord Yes ___ No ___

7. Additional Audio-Visual requirements:

If own AV, please provide a list of items and delivery date, set up time:

8. Water Service: Yes ___ No ___

KO'OLAU BALLROOMS

45-550 KIONAOLE ROAD; KANEOHE, HI 96744

www.koolauballrooms.com

PHONE 808.954.7000 FAX 808.235.7737

10/2008

9. Seating Style for guests Theatre ___ Classroom ___ Conference ___
U-Shape ___ Hollow Square ___ Rounds of ___ Semi-Circle of ___

10. Head Table Yes ___ No ___
Number of guests on Head Table _____
On Riser Yes ___ No ___

11. Refreshment Selection:

12. Luncheon/Dinner Menu Selection:

13. Beverages: Hosted ___ No-Host ___ Package ___
Soft Drinks ___ Fruit Punch ___ Bottled Water ___

14. To properly service your attendees, please provide a flow of events for the day:

15. Method of payment at conclusion of event, if other than Purchase Order:

16. Person responsible receiving Original Invoice and for processing payment:

