



Hawaii Academy

Special Events & Programs Contract



1314 Moonui Street, Honolulu, HI 96817 Tel: 842.5642 Fax: 841.2564 info@hawaiiacademy.com www.hawaiiacademy.com

Type of Activity: Birthday Party Excursion Private Event Slumber Party
Off-site Contracts Facilities & Equipment Rental Enrichment Classes
School Field Trip Other: _____

Event Date: _____ Event Time: _____ Event Location: _____

Client: _____ Service Provider: Hawaii Academy

Contact Person: _____ HA Agent: _____

Contact Address: _____

Contact Phones: _____

Contact Email: _____

Other: _____

Does family have membership in the Academy? Yes / No

How did you learn about our services? (Yellow pages, previous events, magazine, friend, etc.)? _____

Special Arrangements: _____

Terms & Conditions:

Herewith I confirm that I am going into a contract with Hawaii Academy on the date and the activity stated above. Furthermore I am fully aware of what the terms and conditions are and know about my obligations in this encounter. In addition I agree to pay _____ dollars per participant (\$_____ minimum) or for the entire event. (please cross out appropriate)
Concerns should be presented to the HA contact/agent who initiated this contract and then, if necessary, the Special Events and Programs Department Chair. If necessary, unresolved issues may be escalated to the Academy Directors.

Date: _____ Signature of Contract Client: _____

Date: _____ Signature of Service Provider: _____

Deposit of \$_____ received. Academy Official Initials: _____

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List of Participants

#	<i>First Name</i>	<i>Last Name</i>	<i>Age</i>	<i>M/F</i>	<i>Comments</i>
1					
2					
3					
4					
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6					
7					
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27					
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29					
30					

Preference for Instructor(s): _____

Available instructors: Sarah Hadmack, Mike Nakashima, Joelle Perkins, Justine Perkins, Julian Simee, Kira Vercruyssen, Mia Vercruyssen, Nani Vercruyssen, Kayla Wiebe