



**Kauai Philippine Cultural Center**

Lihue, Hawaii 96766

Phone # 808.651.7596

Email: kpcc2020@gmail.com

**- FACILITY RESERVATION FORM -**

EVENT DATE \_\_\_\_\_

EVENT TIME \_\_\_\_\_

FACILITY:     Meeting Room     Main Hall     Courtyard     Kitchen

\_\_\_\_\_  
Approximate Guest Count

\_\_\_\_\_  
Type of Function

\_\_\_\_\_  
Your Selected Caterer

\_\_\_\_\_  
Celebrant's Name

**TIME OF FUNCTION:**

LUNCH, 10:00 AM-2:30 PM (VACATE BY 3:00 PM, cleaning completed)

DINNER, 5:00 PM - 11:00 (VACATE BY 11:30, cleaning completed)

OTHER: \_\_\_\_\_

(MUST BE APPROVED BY KPCC FACILITY STAFF)

Will liquor be served at your function ?     Yes and I understand the selected caterer must bartend and Police security is required. I also understand they are additional charge.

No liquor will be sold or served at the above function

**CLIENT(S) INFORMATION:**

Please print clearly.

\_\_\_\_\_  
Client (s) Name or Organization Contact

\_\_\_\_\_  
Organization (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact # (cell phone) / \_\_\_\_\_  
Work Phone (if any)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email Address

I have read and understand the conditions outlined on the KAUAI PHILIPPINE CULTURAL CENTER Facility Rental Policies and Procedures and agree to comply with said conditions

\_\_\_\_\_  
Signature of Client (s)

\_\_\_\_\_  
Today's Date