



### Photo/Video Site Request Form

The Royal Hawaiian, A Luxury Collection Resort - Catering & Event Management Office  
Email: Catering.00376@luxurycollection.com | Phone: (808) 931-8830

From (Name): \_\_\_\_\_ Date: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Wedding Couple: \_\_\_\_\_  
Photographer/Videographer/Company: \_\_\_\_\_  
Requested Date of Photo/Video shoot: \_\_\_\_\_  
Requested Time of Photo/Video shoot: \_\_\_\_\_  
(Please request on the hour, half hour, or quarter hour)

Complimentary (If applicable, please check one):

- Minimum of 4 nights stay at The Royal Hawaiian Resort  
Arrival/Departure Dates (Only for Royal Guests): \_\_\_\_\_  
Hotel Confirmation Number (8 or 9 Digit # Required): \_\_\_\_\_
- Reception or Ceremony at The Royal Hawaiian Resort  
Date, Time, & Location of Ceremony/Reception: \_\_\_\_\_

\*Fee Required (If applicable, please check one. You will be contacted by a Catering Sales Manager for payment.):

- Guest at The Royal Hawaiian Resort staying less than 4 nights with no ceremony or reception on property  
\$500.00 + tax
- Non-Guest with no ceremony or reception on property  
\$1,000.00 + tax

|                     |             |
|---------------------|-------------|
| Confirmed By: _____ | Date: _____ |
|---------------------|-------------|

NOTE: Photographer/Videographer must check in with Security on the day of photo/video shoot and present a copy of this document with signed proof of confirmation/approval. A photographer/videographer badge will be given and must be worn before session is to commence.

\*Please refer to the Policy & Procedures form for more detail