

# Hilton Waikoloa Village

*On Hawaii's Big Island*

cc: Security

## KEY REQUEST

KEYS FOR (ROOM): \_\_\_\_\_

QUANTITY: \_\_\_\_\_

FOR USE BY (GROUP NAME): \_\_\_\_\_

GROUP CONTACT: \_\_\_\_\_

KEY SET # CONTROL KEY: \_\_\_\_\_

LOCK CHANGE: YES  NO  (\$90.00 PLUS TAX EACH)

DATE NEEDED: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

DEPARTMENT: Catering, Meetings & Conventions

AUTHORIZED BY: (DEPT. HEAD) Jacques Monteil

DATE TO BE RETURNED: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CATERING: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** THERE WILL BE A CHARGE OF \$25.00 PLUS TAX PER KEY NOT RETURNED.