



## **SPECIAL EVENT REQUIREMENTS**

Keauhou Shopping Center has become a shopping and entertainment destination for families, and we are please to present the community with various types of entertainment featuring community choirs, bands, school groups, hula performances and more. We are also excited about being a venue for some of Hawaii's most beloved and well-known entertainers that have become world-renowned award-winning professionals.

In advance, thank you for considering Keauhou Shopping Center as a venue for your event or performance. In order to help us through the selection and approval process, please provide us with the following information (application forms attached):

### **Center Stage Performance Requirements:**

- an audio or video recording of your group or artist (if available)
- a biographical sketch, including background information
- a current photograph
- sound requirements
- estimated number of participants
- contact information, including name, address, phone, fax numbers, & email address
- several requested dates and times
- upon approval, you must provide @ mil comprehensive general liability insurance certificate

### **Event Requirements:**

- organization background
- event name
- description of proposed event
- set-up requirements
- sound requirements
- estimated number of participants
- contact information, including name, address, phone & email address
- several requested dates and times
- upon approval, you must provide @ mil comprehensive general liability insurance certificate

Proposals can be faxed (322-2603) or mailed to the Keauhou Shopping Center, 78-6831 Al'i Drive, Suite 232, Kailua-Kona, HI 96740, or delivered to Keauhou Shopping Center Management Office. Once received, your proposals will be reviewed and you will be contacted. Please note, your proposal and its contents will not be returned.

Upon approval, a date and time will be confirmed and you will be notified.

Please keep in mind, that although we would like to accommodate everyone, we are limited in the use of the common area and center court. It is necessary for us to schedule all bookings based on quality of the performance and on a first come, first serve basis.

Once again, thank you for your interest in performing at Keauhou Shopping Center!



## RULES & REGULATIONS

Keauhou Shopping Center (hereinafter referred to as "KSC"), is privately owned and strives to provide a modern, clean, comfortable, and safe place in which to conduct business. KSC recognizes that from time to time, various individuals and groups may desire to use the premises for activities. To accommodate such individuals and groups (hereinafter referred to as Organization) in a manner and to an extent consistent with the primary purpose of KSC, the following regulations for the use of KSC shall apply:

1. The event must be conducted within the area designated by KSC Management. KSC Management reserves the right to cancel or relocate the event at any time.
2. The Organization shall not obstruct or block any entrances to KSC merchant premises and shall submit for approval a lay-out of the event showing the proposed areas of use, including placement of props, chairs, tables, banners, food stations, etc. If the event restricts access to or detrimentally affects the business of any KSC merchant, the Organization shall be required to "buy-out" said merchant (for the period of the event), at a mutually agreed upon price between the Organization and the affected KSC merchant(s).
3. Use of the area shall be permitted only for the specific organization listed, for the specific date(s) and time(s) shown.
4. This permit may be terminated upon thirty (30) days written notice by either party.
5. The Organization shall secure any and all governmental approvals and required permits and provide KSC Management with a copy of the same within 48 hours prior to the date and starting time of the event.
6. All signs used to promote the event shall be professionally printed and shall be limited to a description of the nature of the activity, sponsoring group, date and time of the event and admission fee, if applicable. KSC Management must approve all signs and literature planned to be distributed on property prior to or during the event, in advance of printing. Signs and or other advertising material that are not pre-approved will be removed.
7. The Organization shall be responsible for the removal of all approved signage and decorations displayed for the event, and clean up of the designated area(s). All disposable material and trash shall be deposited in the refuse dumpster(s) located in the loading dock area. Clean up of the event area(s) is required immediately upon completion of the activity.
8. KSC Management shall prepare the event area, if applicable, by removing any KSC furniture and equipment prior to the event and shall restore the area by replacing said furniture and equipment after the event at no cost to the Organization, provided no additional labor charges are incurred by KSC Management in so doing. If additional labor costs are incurred, the Organization shall be responsible for the payment of these additional costs.
9. The Organization must properly staff the activity area(s) at all times.
10. The Organization shall not place any electrical wiring and/or cable of any kind on the ground. Only UL rated electrical cords are permitted and must be properly secured for safety.
11. KSC reserves the right to control the volume of sounds emitted by the proposed activity.
12. KSC assumes no responsibility for personal belongings, equipment, articles or materials used in the Organization's activities pursuant to and in conjunction with this event.
13. The Organization is responsible for securing media coverage for the event at KSC, if applicable. KSC is not responsible for Organization's advertising of its event(s) or activities conducted at KSC.
14. Security may be required for the basic reason of crowd control. The Organization shall be responsible for the payment of additional security officers for the event/activity, if so required.
15. Food and beverage other than those purchased at one of KSC tenants are not permitted to be distributed or sold at the event. Catering and other food services provided by any of the tenants of KSC are allowed.
16. Alcoholic beverages are not permitted without prior approval by KSC Management.
17. No glassware is permitted at the event.
18. No solicitation of funds shall be permitted.
19. Religious proselytizing and political activities (petitioning, sign-waving, etc.) are not allowed at any time.
20. Children must be supervised and under parental or supervisory control at all times.
21. The KSC on-site representative shall have absolute authority to enforce all regulations governing activity including immediate cancellation and/or other remedies and retains all access rights to and through the designated event area.



## KEAUHOU SHOPPING CENTER APPLICATION FOR PERMIT

1. Application must be made no later than thirty (30) days prior to the first day desired for such activity, if Center equipment is requested, application must be made no later than thirty (30) days prior to the first day desired for such activity.
2. Applications, are granted subject to the Rules and Regulations, which are included with this application. In accordance with the Rules and Regulations, applicants are obligated to pay certain costs and expenses.
3. An applicant, or person signing on behalf of an applicant, must be at least 21 years of age.
4. Submitting this application does not confirm your request. You will be contacted further once the application is approved.

Applicant: \_\_\_\_\_ FEIN or SSN (REQUIRED): \_\_\_\_\_

Applicant DBA: \_\_\_\_\_

Profit: \_\_\_\_\_ Non-Profit: \_\_\_\_\_

Address (NO PO BOXES): \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Officers and Directors, if any:

\_\_\_\_\_ Title: \_\_\_\_\_

Contact Person if different from above: \_\_\_\_\_

Desired Activity: \_\_\_\_\_

Type of Activity (please be specific): \_\_\_\_\_

Purpose: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_

Requested Date and Time: \_\_\_\_\_

Materials, Signs, and Other Objects to be used (see also page 4-5 for elements available through Keauhou Shopping Center):

\_\_\_\_\_

Area Desired: \_\_\_\_\_

Other Descriptive Facts: \_\_\_\_\_

IF GRANTED PERMISSION, APPLICANT HEREBY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE RULES AND REGULATIONS INCLUDED WITH THIS APPLICATION AND TO PERFORM THE OBLIGATIONS OF AN APPLICANT UNDER SUCH RULES AND REGULATIONS. THE UNDERSIGNED HEREBY WARRANTS AND REPRESENTS THAT THE INFORMATION SET FORTH ABOVE IS TRUE AND CORRECT AND ACKNOWLEDGES THAT HE HAS READ THE RULES AND REGULATIONS INCLUDED WITH THIS APPLICATION.

Date: \_\_\_\_\_

By: \_\_\_\_\_



## KEAUHOU SHOPPING CENTER EVENT ELEMENT REQUEST FORM

### **Staging:**

Keauhou Shopping Center's Center Court staging is a fixed element, and the size and shape of the stage are non-adjustable.

### **Tables & Chairs:**

Please indicate the amount of tables and chairs you wish to set-up.

\_\_\_\_\_ Tables

\_\_\_\_\_ Chairs

Note: There will be a fee assessed if any of the equipment is damaged or soiled.

### **Access to Electrical Outlets:**

If you need access to any additional outlets for your electronic devices please indicate below. Should you need access to electrical outlets, we ask that you please provide your own power strip, extension cords, and materials to take down any electrical cords you provide.

\_\_\_\_\_ (check here) No, I do not need access to electrical outlets for my own electronic elements.

\_\_\_\_\_ (check here) Yes, I need access to \_\_\_\_\_ additional electrical outlets for

\_\_\_\_\_  
(indicate what electronic elements/devices you will be bringing)

### **Additional Event Element or Set up Requests/Needs:**

If your event requires any additional event elements, has specific set up requests, or if you wish to note/comment on any additional event detail please indicate below:

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## CERTIFICATE OF INSURANCE INFORMATION SHEET

Please provide a Certificate of Insurance with ALL of the following information. \*

1. Name of Applicant's INSURANCE AGENCY & address
2. Name of Applicant & address
3. Name of Insurance Company providing claims.

KEAUHOU SHOPPING CENTER REQUIRES:

1. COMPREHENSIVE GENERAL LIABILITY insurance with minimum limits as follows:

\$1,000,000 each occurrence, \$2,000,000 annual aggregate. \*\*

2. The following shall be names as Additional Insured:

TRUSTEES OF THE ESTATE OF BERNICE PAUAUHI BISHOP, "OWNER"

WASHINGTON PRIME GROUP MANAGEMENT, "MANAGING AGENT"

3. The following shall be names as CERTIFICATE HOLDER:

WPG Management Associates, INC

ATTN: Travis Frasher

180 East Broad St. Floor 20

Columbus, OH 43215

AUTHORIZATION OF CERTIFICATE:

4. Your insurance agent should complete CANCELLATION portion and provide an AUTHORIZED SIGNATURE.

\*Certificate of Insurance is due to Keauhou Shopping Center's Management office two weeks prior to your event or your event is subject to cancellation.

\*\*Comprehensive General Liability Insurance levels may vary depending on the nature of your event.