



SPECIAL EVENT REQUIREMENTS

Waimea Center is seeking various types of entertainment for performances at the center including community choirs, bands, school groups, dance and hula performances and more. We are looking forward to hosting some of Hawaii's best entertainment and in advance, thank you for considering Waimea 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) or link to website
- 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 \$2 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 \$2 mil comprehensive general liability insurance certificate

Proposals can be emailed to the marketing department to Alexandra.Kirley@am.jll.com. Once received, your proposals will be reviewed and you will be contacted. Please note, your proposals 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 served basis.

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



Rules & Regulations

Waimea Center (hereinafter referred to as "WC"), is privately-owned and strives to provide a modern, clean, comfortable, and safe place in which to conduct business. WC 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 WC, the following regulations for the use of WC apply:

1. The event must be conducted within the area designated by Waimea Center Management. WC Management reserves the right to cancel or relocate the event at any time.
2. The Organization shall not obstruct or block any entrances to WC 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, etc. If the event restricts access to or detrimentally affects the business of any WC tenant, 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 WC tenant(s).
3. Use of the area shall be permitted only for the specific organization listed, for the specific date(s) and time(s) shown. This permit may be terminated upon thirty (30) days written notice by either party.
4. The Organization shall secure any and all governmental approvals and required permits and provide WC Management with a copy of the same within 48 hours prior to the date and starting time of the event.
5. 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. WC 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 preapproved will be removed.
6. 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.
7. WC Management shall prepare the event area, if applicable, by removing any WC 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 WC Management in so doing. If additional labor costs are incurred, the Organization shall be responsible for the payment of these additional costs.
8. The Organization must properly staff the activity area(s) at all times.
9. 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.
10. WC reserves the right to control the volume of sounds emitted by the proposed activity.
11. WC assumes no responsibility for personal belongings, equipment, articles or materials used in the Organization's activities pursuant to and in conjunction with this event.
12. The Organization is responsible for securing media coverage for the event at WC, if applicable. WC is not responsible for Organization's advertising of its event(s) or activities conducted at WC.
13. 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.
14. Food and beverages other than those purchased at one of WC tenants are not permitted to be distributed or sold at the event. Catering and other food services provided by any of the tenants of WC are allowed. Alcoholic beverages are not permitted without prior approval by WC Management. No glassware is permitted at the event.
15. No solicitation of funds shall be permitted.
16. Religious proselytizing and political activities (petitioning, sign--waving, etc.) are not allowed at any time.
17. Children must be supervised and under parental or supervisory control at all times.
18. The WC 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.



Waimea Center Application for Permit

1. Application must be made at least 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, to indemnify and hold harmless certain persons and organizations, and to do or refrain from doing certain acts. By accepting this application, the applicant agrees to be bound by the terms and conditions of the Rules and Regulations and to perform such obligations.
3. An applicant, or a 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 Number: _____ E-Mail Address: _____

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:

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: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER COMPANY / BUSINESS SELLING INSURANCE ADDRESS HERE	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Tenant Name Must Match Name On Lease DBA IS NOT ACCEPTABLE. Must Be Legal Entity That Signed Lease	INSURER A: Insurance Carrier [Minimum Best Rating = A - : VII]	XX XXXX
	INSURER B: Insurance Carrier [Minimum Best Rating = A - : VII]	XX XXXX
	INSURER C: Insurance Carrier [Minimum Best Rating = A - : VII]	XX XXXX
	INSURER D: Insurance Carrier [Minimum Best Rating = A - : VII]	XX XXXX
	INSURER E: Insurance Carrier [Minimum Best Rating = A - : VII]	XX XXXX

COVERAGES «The types of insurance and limits noted below are for example only. The tenant's lease will dictate actual coverage required.»

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTOR'S PROT CONTRACTUAL LIABILITY COVERAGE <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	XX XXXXXXXX	xx / xx / xxxx	xx / xx / xxxx	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
							\$
B	<input type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	XX XXXXXXXX	xx / xx / xxxx	xx / xx / xxxx	COMBINED SINGLE LIMIT (Each Occurrence)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$1,000,000
	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY:	EA ACC \$
							AGG \$
	<input checked="" type="checkbox"/>	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$ _____				EACH OCCURRENCE	\$2,000,000
						AGGREGATE	\$
							\$
							\$
							\$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
		OTHER Liquor Liability 1m/1m Property Insurance Minimum ISO coverage for full replacement cost. Business Interruption of 12 months					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Premises address and Additional Insureds of Puna Planation Hawaii, Ltd and Jones Lang LaSalle Americas, Inc.

CERTIFICATE HOLDER Puna Plantation Hawaii, Ltd c/o Jones Lang LaSalle Americas, Inc. 1585 Kapiolani Blvd., Suite 1750 Honolulu, HI 96814	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <div style="text-align: right;">Signature Here</div>
---	--