



EVENT REQUEST — RECREATIONAL PROPERTY USE

Hawaii Reserves, Inc.
55-510 Kamehameha Hwy
Laie, HI 96762
www.hawaiireserves.com

Aloha! In order to help us evaluate your property use request, we ask that you complete this review checklist and return it to us promptly. The information, documents and requirements listed will assist us in determining whether the proposed event may be held on Property Reserve, Inc. and/or Hawaii Reserves, Inc. properties.

Please note that this checklist must be fully completed and returned to HRI management at least **4 weeks prior to announcement and/or advertising of the proposed event** (other deadlines listed below).

SPONSOR/EVENT ORGANIZER (Proposed "USER"):

ORGANIZATION NAME, ADDRESS, TAX ID #:

PRINCIPAL CONTACT: NAME, ADDRESS, CELL PHONE

ACTIVITY INFO:

Description of ALL Proposed Activity (Primary and Incidental): _____

Number of Participants Expected _____

Open to the Public? _____

Any Inherent Risk or Danger Involved with Event? _____

Number of Parking Spots Needed _____

Police Assistance for Traffic/Security? _____

Cost of Admission, Participation Charge _____

First Aid Station? _____

On-site Vending by User? If so, what? _____

On-site Vending by Others? If so, what? _____

Number of Volunteers? _____

Event for Fundraising? If so, purpose? _____

Any Signage? If so, locations, size, text? _____

Has this Event/Group held similar events in the past? If so, where and when? _____

Provide 3 References - people/groups you've worked with previously (name, phone #)

Willing to Follow Restrictions re: Alcohol, Tobacco, Content, Etc? _____

NOTE: The sections, lists and links provided herein are not intended to be comprehensive but rather representative of the types of issues that might be considered in reviewing any event/activity. You should consider the unique circumstances of each request and activity along with the specific features, attributes and liabilities of the property and not rely solely upon the scope of this checklist.

Willing to Require ALL Participants & Volunteers to Sign HRI Waiver? _____

Willing to identify HRI as "sponsor" on all advertising/PR? _____

List or Map of Specific Property Used – including access roads, parking, staging, routes, etc.
(attach as needed)

PERMITS (FOR EXAMPLE), ETC (MUST BE ON FILE AT HRI 1 WEEK PRIOR TO EVENT):

___ Traffic / Parade / Block Party (County, State)

<http://www1.honolulu.gov/dts/usage/forms.htm> (City)

<http://hawaii.gov/dot/highways/doing-business> (State)

___ Security / Traffic Control / Special Duty HPD

<http://www.honolulupd.org/hrd/spduty.htm>

___ Food Safety

<http://hawaii.gov/health/environmental/sanitation/sanitationforms/oahutfe.pdf> (City)

<http://hawaii.gov/health/healthy-lifestyles/foodsafety/index.html> (State)

___ Signage

<http://honolulucxpathfinder.cxusa.com/cxPathFinder/FinalSummary.aspx?LanguageId=1&History=19,48> (City)

___ Temporary Construction (tent, stage, platform, fence, etc.)

<http://honolulucxpathfinder.cxusa.com/cxPathFinder/FinalSummary.aspx?LanguageId=1&History=19,49>

___ Burn / Firework/ Fire:

http://hawaii.gov/health/environmental/air/cab/cabpermits/permitapps_index.html (State)

<http://www1.honolulu.gov/dts/usage/parades.htm> (City)

INSURANCE (MUST BE ON FILE AT HRI 2 WEEKS PRIOR TO EVENT):

___ General Liability Insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; and

___ Business Automobile Liability Insurance with at least \$1,000,000 combined single limit coverage.

___ Certificate of Insurance must list both Property Reserve, Inc., and Hawaii Reserves, Inc. as “additional insured” entities – not merely noted as a “certificate holder”.

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___ Workers' Compensation Insurance, as required by statute / Employers' Liability Insurance.

FACILITY, PROPERTY REQUIREMENTS:

___ Electricity?

___ Water?

___ Parking, Parking Staff?

___ Access (gates, overhead, etc)?

PLANS (MUST BE ON FILE AT HRI 1 WEEK PRIOR TO EVENT):

___ Traffic / Parking / Access Plan

___ Medical / First Aid / Safety Plan

___ Waste / Clean-Up Plan

___ Waste Water / Port-a-Potty Plan

___ Evacuation / Emergency Access Plan

___ Security / Enforcement / Police

___ Clean-Up Schedule (agreement may require an inspection and refundable cleaning deposit)

ACKNOWLEDGMENT:

We understand and acknowledge that engaging in this process of review does not create a binding contract but is merely for review of the proposed use by the Owner. We also acknowledge that the deadlines listed above for various items, including insurance, permits, and plans must be met with the understanding that if proposed USER misses any dates or fails to perform as required, the event will be cancelled without reimbursement of costs to proposed USER. We also understand that our organization/group must also enter into a use agreement with Owner.

Name

Title (Proposed USER)

Date

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