



## **SPECIAL EVENT REQUIREMENTS**

Windward Mall has become a shopping and entertainment destination for families, and we are pleased to present the community with various types of entertainment featuring community choirs, bands, school groups, hula performances and more, and 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 Windward Mall as a venue for your event or performance, and 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 \$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 faxed (235-3279) or mailed to the Marketing Department, Windward Mall, P.O. Box 1623, Kaneohe, Hawaii 96744 or deliver to Windward Mall Management office, attention: Marketing Department. 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 Windward Mall!



## **Rules & Regulations**

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

1. The event must be conducted within the area designated by WM Management. WM Management reserves the right to cancel or relocate the event at any time.
2. The Organization shall not obstruct or block any entrances to WM 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 WM 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 WM 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 WM 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. WM 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. WM Management shall prepare the event area, if applicable, by removing any WM 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 WM 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. WM reserves the right to control the volume of sounds emitted by the proposed activity.
12. WM 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 WM, if applicable. WM is not responsible for Organization's advertising of its event(s) or activities conducted at WM.
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 beverages other than those purchased at one of WM tenants are not permitted to be distributed or sold at the event. Catering and other food services provided by any of the tenants of WM are allowed.
16. Alcoholic beverages are not permitted without prior approval by WM 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 WM 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.



# WINDWARD MALL

## Windward Mall Application for Permit

### INFORMATION FOR APPLICANTS

1. Any person or organization may apply for a stage activity within at the Windward Mall Management Office at 46-056 Kamehameha Hwy., Kaneohe, HI 96744 during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. 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 within the Center.
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: \_\_\_\_\_

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 (see also pages 4-5 for elements available through Windward Mall):  
\_\_\_\_\_

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: \_\_\_\_\_



WINDWARD  
MALL

## Windward Mall Event Element Request Form

### **Staging:**

Windward Mall's Center Court staging is a non-fixed element, and the size and shape of the stage are adjustable. Our standard full size stage is set up as a 24' x 16' rectangle. Please indicate below what your staging needs are.

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### **Tables & Chairs:**

Windward Mall can provide your event with up to (60) 6' x 2' tables and (100) chairs. Please indicate the amount of tables and chairs you wish to request. If you require more than the standard amount, please note any additional elements needed.

\_\_\_\_\_ Tables

\_\_\_\_\_ Table Cloths

\_\_\_\_\_ Chairs

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

Windward Mall provides you access to (2) 110v/20 amp circuits of electricity for the sound system. 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 tape 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 details 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 for insurance claims

WINDWARD MALL 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 named as Additional Insured:

TRUSTEES OF THE ESTATE OF BERNICE PAUAHI BISHOP, "OWNER"  
JONES LANG LASALLE AMERICAS, INC., "MANAGING AGENT"

3. The following shall be named as CERTIFICATE HOLDER:

Trustees of the Estate of Bernice Pauahi Bishop  
dba: Kamehameha Schools  
Re: Windward Mall  
46-056 Kamehameha Highway, #285  
Kaneohe, Hawaii 96744

AUTHORIZATION OF CERTIFICATE:

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

\*Certificate of Insurance is due to Windward Mall'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.



# WINDWARD MALL

## Sound System & Equipment Request Form

Windward Mall's sound system is available to events held on site by written request.

**Please submit this form, along with your event/performance schedule.**

**Any changes to this form MUST be received no later than fourteen (14) days prior to your event to avoid change fees.**

Event: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Standard set-up time is one (1) hour in advance. If you require more time for sound check, please indicate your request here: \_\_\_\_ (max two (2) hours)

Please indicate quantity of equipment requested below:

\_\_\_ Standard Microphones  
(Limit 4, wired)

\_\_\_ Microphone Stands  
(Limit 4)

\_\_\_ Wireless Microphones  
(Limit 2)

\_\_\_ Direct Input  
(Limit 3)

\_\_\_ Monitors  
(Limit 2, single mix only)

Sound Input: CD MP3  
(Circle all that apply, if needed)

*\*\*If you require equipment beyond our inventory, you are welcome to bring your own supplemental items. Windward Mall and its associates will not be held responsible or liable for any lost, stolen, or damaged equipment.*

Please indicate any instruments/audio devices you will be bringing on site during your event, and any special notes, requests, or instructions regarding the equipment/devices.

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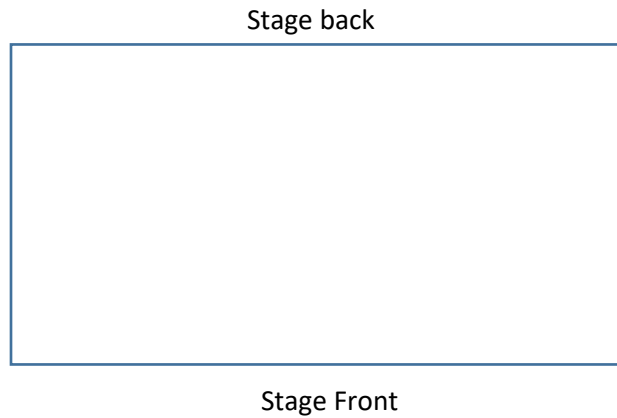
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Special needs/requests to be communicated to our sound tech, if applicable:

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In the diagram below, please indicate how/where you would like each sound element to be set up:



Please indicate your event schedule timeline below; if you need more space please ATTACH/INCLUDE in a separate document.

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***Any requested changes or cancellations to your sound requests and/or your event/performance schedule, MUST be received NO LATER THAN FOURTEEN (14) DAYS PRIOR to the event to avoid change fees.***

The undersigned acknowledges that changes or cancellations made 13 days or less from the event date will result in a fee of \$35 per hour of your scheduled event time, payable to: Kamehameha Schools.

Licensee: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

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