

DEPARTMENT OF CUSTOMER SERVICES
CITY AND COUNTY OF HONOLULU

MISSION MEMORIAL BUILDING
550 SOUTH KING STREET, HONOLULU, HAWAII 96813
TELEPHONE: (808) 768-3392 FAX: (808) 768-3750
<http://www.honolulu.gov>



PETER B. CARLISLE
MAYOR

GAIL Y. HARAGUCHI
ACTING DIRECTOR

HUBERT P. MINN
DEPUTY DIRECTOR

January 7, 2011

RECEIVED
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C & C OF HONOLULU
2011 JAN - 7 AM 9:25

The Honorable Nestor Garcia, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Garcia and Councilmembers:

Attached for your information is a copy of the Minor Event Application for the use of the Civic Center grounds, as required by Section 28-11.6, Revised Ordinances of Honolulu 1990, as amended. The application by Hawaii Book and Music Festival is for their Hawaii Book and Music Festival to be held on Saturday and Sunday, May 14-15, 2011.

For further information, please contact my office at 768-3392.

Sincerely,

A handwritten signature in black ink, appearing to read "Gail Y. Haraguchi".

Gail Y. Haraguchi
Acting Director

Attachment

APPROVED:

A handwritten signature in black ink, appearing to read "Douglas S. Chin".

Douglas S. Chin
Managing Director

CITY AND COUNTY OF HONOLULU
CUSTOMER SERVICES DEPARTMENT
MINOR EVENT APPLICATION
USE OF GROUNDS OF CITY HALL
AND THE HONOLULU MUNICIPAL BUILDING

Name of Non-Profit Organization: Hawaii Book and Music Festival

Address c/o Roger Jellinek, 47-231 Kamakoi Road, Kaneohe, HI 96744

Phone (808) 239-8451 **Fax No.** (808) 239 8451

Brief Description of Event

A 2-day weekend nonprofit free-admission festival featuring 175-200 performances, talks, demos, signings, music, and other events by Hawaii, national, and international Authors, poets, storytellers, composers, musicians, and children's entertainment, Publishers and other Exhibitors, and food and refreshments

Date(s) of Event May 14-15 2011 **Time(s) of Event :** May 14-- 9 a.m.-9 p.m.
May 15—9 a.m.-6.m.

Set-up Date May 9-May13 **Set-up Time(s)** 9 a.m.-6 p.m.

Clean-up Date May 16-17 **Clean-up Time(s)** 9 a.m.-6 p.m.

The undersigned hereby declares, certifies, and swears, on his/her behalf and on behalf of the organization for which this application is being filed, that all information contained in this application and attached hereto is true and correct.

Signature



Print Name Roger Jellinek

Title or Position Executive Director

Date Sept 16 2010

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SECTION I - APPLICANT

Proof of non-profit status submitted with this application:
(Please check the appropriate space)
AND THE HONOLULU MUNICIPAL BUILDING

- Proof of Internal Revenue tax-exempt status as non-profit organization.**
- File-Stamped copy of non-profit organization registration pursuant to Chapter 415B, H.R.S.**
- File-Stamped copy of charitable registration pursuant to Chapter 467B, H.R.S.**

List or state your organization's purposes that includes providing direct benefits to the City and County of Honolulu:

1. Free, nonprofit 2-day festival
2. Mission: "Celebration of Story & Song"
3. Unique assembly of creative people in Hawaii
4. An established major event in Honolulu's cultural calendar
5. The event attracts every age, gender, ethnicity
6. The event has grown every year, from 10,000 attendees its first year, to 30,000 this year.

Please check the appropriate space(s) in which the purpose(s) for your organization can be categorized:

- Social services for the poor, the aged or the youth of the city;**
- Health services, including services for those with physical and/or emotional/mental disabilities;**
- Educational, manpower and/or training services;**
- Services to meet a definitive cultural, social or economic need within the city not being met by any other private organization.**

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SECTION II - MINOR EVENT PROPOSED

**Portion(s) of grounds that will be used by your organization:
(Attach diagram of the event, including proposed locations of any temporary structures, as well as any areas proposed to be partitioned, fenced, roped, cordoned or demarcated for purpose of charging a fee)**

Event map, similar to HBMF 2010, to be determined with C&C staff by end of January 2011

HBMF is not planning to sell alcohol at this event, so there will be no fenced area.

Potential effects of the proposed Event on normal city operations:

There will be no disruption of normal City operations

Goods or services, if any, that will be sold to event patrons:

Books, CD's, food and light refreshments

Anticipated Patronage for the Event:

30-35,000

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Proposed use of media:

Honolulu Star Advertiser and KHON2-TV are major sponsors of HBMF. HPR and Cox radio are major radio sponsor. The event will be marketed in all media, including social media.

Proposed security measures:

Standard security per C&C regulations and advice.

Proposed sanitation measures:

Same as the previous event: portable toilets

Proposed clean-up measures:

Standard, per C&C regulations for trash bins, dumpster, etc.

Proposed entertainment, if any, and whether sound amplification will be utilized:

Music stage 10 a.m. to 5 p.m. Evening concert Saturday evening from 5:30-8 p.m.

Amplification as in prior years.

Any fees to be charged by your organization to any sublessee(s), including any entry fees:

Booth fees

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Entry fees that will be charged to event patrons and what is received by event patrons in exchange for payment of fees:

No fees charged for admission

Statement of whether any of the net proceeds from the fees charged will be turned over to any person(s) and the tax-exempt or charitable status of such person(s):

The Festival is financed by sponsors, HTA-CPEP, etc. In a few instances a small percentage of sales by vendors may be turned over to HBMF to help defray costs. In some instances these funds may go direct to HBMF Beneficiaries, ReadToMeInternational, and Hawaii Literacy

Name of person(s) in charge of grounds that will be present on the grounds at all times during the event, including title(s) or position(s) with the organization and phone number(s):

Roger Jellinek, HBMF Executive Director (808)239-8451

Amy Hammond, Event Planner, Special Events Hawaii, (808) 234-0404

Statement on availability of Certificate of Insurance, including certificate of insurance for any sublessees, for comprehensive general liability insurance (CGL), including products liability in the minimum amount of not less than \$500,000 each occurrence and general liability:

Certificate of Insurance will be provided closer to the event date, as required.

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Additional Information Requested:

SECTION III - ATTACHMENTS

Attached are the following items:

- (1) Proof of Non-Profit Status (Section I) XXX**

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SECTION IV – APPROVAL (DPR)

Special Conditions: (Please see attachment, Conditions for Civic Center Use.)

Department of Parks and Recreation, Beautification Division

Signature

Date

Contact Person

Title or Position

Telephone No.

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SECTION V - APPROVAL (CSD)

Special Conditions:

Department of Customer Services

Signature

Date

Contact Person

Title or Position

Telephone No.

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Parks Conditions for Civic Center Use (Minor Events Permit)

1. No driving or parking on grass except with permission from the Groundskeeping Supervisor. The Groundskeeping Supervisor shall be contacted and permission granted for each instance that lawn access is necessary by vehicles. One-week notice is required for any lawn access. Vehicles must drive on the sidewalks, and where it is necessary to drive on the lawn, plywood boards shall be placed beneath any vehicle tires. The organizing group and/or vendors shall provide all plywood and is/are responsible for storage and removal of boards. The boards may not be stored on the lawn.
2. Accessing the lawn without permission will not be tolerated and will result in the filing of a police report.
3. Any trailers or equipment that will remain on the lawn for more than one day shall have plywood boards placed beneath them.
4. No open fires or cutting of trees or landscape plants are allowed.
5. Any cooking or warming devices must be raised off the ground by at least 24 inches. Any vendor whose cooking results in oil splatters or other damage shall protect the targeted lawn area from such splatters. Event organizer shall be required to bear the cost of re-sodding damaged areas.
6. Animals are prohibited except by permit.
7. Trees may not be used as a staging area for any activity.
8. Persons, teams, or organizations to whom such permits are issued shall be liable for loss or damage to property, including repairs to irrigation system, filling tire ruts with approved material, or any other damage resulting from the use of the grounds. The Groundskeeping Supervisor shall inspect all repairs and give final approval. Contact information must be provided for invoicing of damage repair costs: Contact Name, Organization Name, Mailing Address, and Contact Phone Number.
9. There will be no disposing of ice, oil, beverages, wastewater, or any type of liquid, including water, in the landscape, on the lawn, or in the mulched area around tree bases. Event organizer shall be financially responsible for any landscape plants in their area that are damaged.
10. Applicants must designate a responsible contact person with authority to enforce these conditions who will be present for the duration of the set-up, event, and clean

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up. The designated contact person must be available throughout this time for contact by the Groundskeeping Supervisor via cellular phone or walkie-talkie.

Additional Information

Contact Person/Title:

AMY HAMMOND

Company Name:

SPECIAL EVENTS HAWAII

Address:

45-067C Kaneohe Bay Drive
Kaneohe, HI 96744

Phone Number(s):

234 0404

Cellular: 223 6040

Date(s) of Event:

May 14-15 2011

April 2004