

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>

KIRK CALDWELL  
MAYOR



SHERI T. KAJIWARA  
DIRECTOR DESIGNATE

DIR 13-005

RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2013 JAN 18 PM 3:50

January 16, 2013

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

Subject: Dr. Martin Luther King Jr. 25<sup>th</sup> Annual Bell Ringing Ceremony  
(Ord. 99-05)

Dear Chair Martin 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 is for the Dr. Martin Luther King Jr. 25<sup>th</sup> Annual Bell Ringing Ceremony, being held on Sunday, January 20, 2013.

For further information, please contact Community Relations Specialist, Cliff Laboy, at 768-5288.

Sincerely,

Handwritten signature of Sheri T. Kajiwara in cursive.

Sheri T. Kajiwara  
Director Designate

Attachment

APPROVED:

Handwritten signature of Ember Lee Shinn in cursive.

Ember Lee Shinn  
Managing Director Designate

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 *Dr. Martin Luther King Jr. Coalition  
Hawaii*

Address *477 Opukahaia Pl - 96825*

Phone *741-4612* Fax No.

Brief Description of Event

*Annual Dr. Martin Luther King Jr. Bell Ringing  
Ceremony*

Date(s) of Event *Jan 20, 2013* Time(s) of Event

Set-up Date *5 pm - Jan 20, 2013* Set-up Time(s)

Clean-up Date *7 pm* Clean-up Time(s)

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 *Marsha R Joyner*

Print Name *Marsha R Joyner*

Title or Position *Bell Ringing Committee Chair*

Date *Past President Dr. Martin Luther King Jr. Coalition - H.  
12-12-12*

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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

We are co-sponsored by the C9C of Honolulu  
Proof of Internal Revenue tax-exempt status as non-profit organization.

all of our non-profit papers have been on  
File-Stamped copy of non-profit organization registration pursuant to  
Chapter 415B, H.R.S.

file with the Parks & Rec. department  
File-Stamped copy of charitable registration pursuant to Chapter 467B,  
H.R.S.

for more than 20 years

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

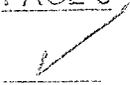
Please check the appropriate space(s) in which the purpose(s) for your organization can be categorized:

\_\_\_\_\_ 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;

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Services to meet a definitive cultural, social or economic need within the city not being met by any other private organization.

**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)

*Nagasaki Peace Bell*

Potential effects of the proposed Event on normal city operations:

*normal city functions will not be affected*

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

*nothing will be sold*

Anticipated Patronage for the Event: *50 people*

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Proposed use of media:

*Maybe local TV stations*

Proposed security measures:

*N/A - we are a small group*

Proposed sanitation measures:

*N/A*

Proposed clean-up measures:

*We will clean the area used*

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

*The Royal Hawaiian Band*

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

*no fees*

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

*no entry fees*

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):

*N/A*

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):

*Marsha Joyner*  
*Chair - Bell Ringing Committee*  
*741-4612*

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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 for the entire Mr. Martin Luther King Holiday is on file with Peoples & Keen.*

Additional Information Requested:

**SECTION III - ATTACHMENTS**

Attached are the following items:

- (1) Fee of \$100.00 made payable to the City and County of Honolulu,
- (2) Proof of Non-Profit Status (Section I)
- (3) Diagram of Event (Section II)
- (4) Certificate(s) of Insurance (Section III)

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**SECTION IV - APPROVAL DFM**

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

*[Handwritten signature]*

Department of Facilities Maintenance

Signature

*Clarice Kam*

Date

January 17, 2013

Contact Person

Clarice Kam

Title or Position

Division Chief

Telephone No.

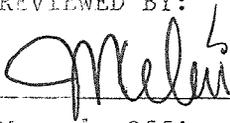
768-7731

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SECTION V - APPROVAL (CSD)

Special Conditions:

REVIEWED BY:



\_\_\_\_\_  
Mayor's Office of Culture and the Arts

Department of Customer Services

Signature



Date January 16, 2013

Contact Person

Sheri Kajiwara

Title or Position

Director Designate

Telephone No.

808-768-3392

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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

DEC 20 2010

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 23 2003

HAWAII ACADEMY OF PERFORMING ARTS  
1088 BISHOP ST STE 2506  
HONOLULU, HI 96813

Employer Identification Number:  
99-0339135  
DLN:  
17053088807093  
Contact Person:  
JAMES A BRANDES ID# 31150  
Contact Telephone Number:  
(877) 829-5500  
Public Charity Status:  
170(b) (1) (A) (vi)

Dear Applicant:

Our letter dated March 25, 1999, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

## Kela'i, Misty

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**From:** Tamashiro, Maureen Y  
**Sent:** Friday, January 11, 2013 12:17 PM  
**To:** Kela'i, Misty  
**Cc:** Parry, Nalani  
**Subject:** RE: MLK Bell Ringing Ceremony

Upon discussion with Lani, usage fee of \$100 will be waived for this event.

Mahalo,  
mo

*Maureen Tamashiro*  
Office of the Mayor  
Phone: 768-4141  
Email: [mtamashiro2@honolulu.gov](mailto:mtamashiro2@honolulu.gov)

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**From:** Kela'i, Misty  
**Sent:** Friday, January 11, 2013 10:09 AM  
**To:** Tamashiro, Maureen Y  
**Cc:** Parry, Nalani  
**Subject:** MLK Bell Ringing Ceremony

Aloha Mo,  
Spoke with Cliff this morning,(he's still at Kapolei Hale) He said what he needs is an EMAIL from you all stating that this will be an **exempt** event. Waiving \$100 fee, allowing usage of chairs,tables,podium,and Sound system.

Mahalo,

Misty Kela'i  
Executive Director  
Mayor's Office of Culture and the Arts  
City & County of Honolulu  
Mission Memorial Building Room 203

Telephone: (808) 768-MOCA Facsimile 768-4215  
[www.honolulu.gov/moca](http://www.honolulu.gov/moca)

1. NAME OF DEPARTMENT/AGENCY: Dr. Martin Luther King Jr. Coalition - Hawaii  
 2. CONTACT INFORMATION: Marsha Jumper  
 3. PHONE: 741-4612 E-MAIL: MR-JOYE@Hawaii.PP.COM

4. EVENT: Annual Martin Luther King Jr. Bell Ringing Ceremony  
 5. VENUE: Nagasaki Peace Bell  
 6. DATE: January 30, 2013  
 7. TIME: START: 5:30pm END: 7pm  
 SET UP/LOAD IN TIME: 5pm - 7pm  
 8. ANTICIPATED ATTENDANCE: 50

**REQUESTED SERVICE:**

Bell Ringer  
Sound system  
Podium  
Chairs

Requesting Agency/Organization Dr. Martin Luther King Jr. Coalition - Hawaii Date 12-12-12

MOCA Approval: \_\_\_\_\_ Date \_\_\_\_\_

MOCA INTERNAL ROUTING:

<input type="checkbox"/> Mayor's Office Date: _____	<input type="checkbox"/> MD's Office Date: _____	<input type="checkbox"/> Security Date: _____	<input type="checkbox"/> DFM Date: _____	<input type="checkbox"/> MOCA Calendar Date: _____
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**Marsha R. Joyner**  
**Dr. Martin Luther King, Jr. Coalition- Hawaii**  
**477 Opihikao Place \* Honolulu, HI 96825**  
**808-741-4612 [mrjoy@hawaii.rr.com](mailto:mrjoy@hawaii.rr.com)**

Cliff Laboy  
City & County of Honolulu  
Customer Services Department  
530 S. King Street  
Honolulu, HI 96813

**RE: Minor Event Application**

Aloha Mr. Laboy,

Included in this package is the application for The Dr. Martin Luther King, Jr. 25th annual Bell Ringing Ceremony to be held on January 20, 2013 5:30 pm. at the Nagasaki Peace Bell, Honolulu Hale Civic Grounds.

I trust that I have answered all of the questions on the application.

January of 2013 will mark the 25th anniversary of the Dr. Martin Luther King Holiday in Hawaii and the Celebration has grown dramatically through the years. The holiday was officially proclaimed by the state legislature to be "the 3rd Monday of January". Governor John Waihee proclaimed the first Dr. Martin Luther King, Jr., Day on January 16, 1989.

The Dr. Martin Luther King, Jr. Coalition of Hawaii was incorporated in 1995 by a group of dedicated African-American residents of Honolulu. The coalition is a non-profit organization which performs many community service events that carry on Dr. King's principles of peace for all mankind.

In 1998, Mayor Jeremy Harris and The City & County of Honolulu became the Co-Sponsor of the Dr. Martin Luther King, Jr. Holiday. Since then, with each succeeding Mayor, the Coalition has coordinated the holiday and other community events and has grown larger every year.

All of our non-profit papers are on file with the Department of Parks & Recreation. We have to file a Certificate of Insurance with the Department of Parks & Recreation for all of our events from January 18, 2013 – January 21, 2013.

In keeping with the International celebration of Dr. Martin Luther King, Jr. the Bell Ringing is a solemn commemoration. Usually about 50 people attend. The Royal Hawaiian Band will play. Because the event is on Sunday, there will be no interference with the City & County functions.

Should you have any questions, please call me 741-4612.

Mahalo  
Marsha R. Joyner