

DEPARTMENT OF CUSTOMER SERVICES  
**CITY AND COUNTY OF HONOLULU**  
530 SOUTH KING STREET, ROOM 302-A, HONOLULU, HAWAII 96813  
TELEPHONE: (808) 768-3392 FAX: (808) 768-3750  
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MUFI HANNEMANN  
MAYOR

JEFF J. COELHO  
DIRECTOR

HUBERT P. MINN  
SENIOR ADVISOR

April 23, 2008

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

RECEIVED

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CITY CLERK  
HONOLULU, HAWAII

Dear Chair Marshall and Councilmembers:

Subject: Winners at Work, Inc., dba Abilities Unlimited (Ord. 99-05)

Attached for your information is a copy of the Major Event Application for the use of the grounds of City Hall, as required by Section 28-11.6, Revised Ordinances of Honolulu 1990, as amended. The application is for the Winners at Work, Inc., dba Abilities Unlimited.

For further information, please contact Special Event Coordinator Patty Teruya of my staff at 768-3888.

Sincerely,

Handwritten signature of Jeff J. Coelho in black ink.

fr

Jeff J. Coelho  
Director

Attachment

APPROVED:

Handwritten signature of Wayne M. Hashiro in black ink.

Wayne M. Hashiro, P.E.  
Managing Director

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

WINNERS AT WORK INC., DBA  
Name of Non-Profit Organization Abilities Unlimited

Address 414 Kuwili Street Suite 103, Honolulu Hawaii 96817

Phone President – Karen Mukai 722-4897 Email: karenmukai@yahoo.com

**Brief Description of Event :**

A benefit / fundraiser for Abilities Unlimited, which is an outdoor food and entertainment festival.

Vision Statement/AU: To be regarded by employers, beneficiaries and the general public as Hawaii's best resource and premier advocate for individuals with disabilities to achieve their full, potential and improved quality of life and foster their dignity and self work through employment.

**Date(s) of Event Time(s) of Event**

June 27, 5:00-10:00 PM, June 28, 12:00-10:00 PM, June 29, 12:00-6:00 PM

**Date/Set-up Time(s)**

June 23, 2008	Monday	7:00 am – 8:00 pm
June 24, 2008	Tuesday	7:00 am – 8:00 pm
June 25, 2008	Wednesday	7:00 am – 8:00 pm
June 26, 2008	Thursday	7:00 am – 8:00 pm
June 27, 2008	Friday	7:00 am – 4:30 pm

**Clean-up Date/Clean-up Time(s)**

June 29, 2008	Sunday	7:00 pm – 10:00 pm
June 30, 2008	Monday	7:00 am – 10:00 pm
May 1, 2008	Tuesday	7:00 am – 10:00pm pm may we have an extra day if needed?

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: John Henry Felix  
Title or Position: Chairman and CEO  
Date: April 18, 2008

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**USE OF GROUNDS OF CITY HALL**  
**AND THE HONOLULU MUNICIPAL BUILDING**  
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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**

- 4        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:

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

- 4   Social services for the poor, the aged or the youth of the city;
- 4   Health services, including services for those with physical and/or  
emotional/mental disabilities;
- 4   Educational, manpower and/or training services;
- Services to meet a definitive cultural, social or economic need within

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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)**

**See attached event map - Draft #1**

**Potential effects of the proposed Event on normal city operations:**

**Event opens at 5:00 pm on Friday Afternoon.  
Event procedures will not restrict public access to the Honolulu Civic Center ground for City Employees.**

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

**Food, beverages, alcohol and souvenirs, crafts, keiki rides & games.**

**Anticipated Patronage for the Event:**

**40'000 + over a three day period.**

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**Proposed use of media:**

Advertisement on television, radio, print - prior and during the event. Live broadcast from the event to promote Abilities Unlimited's participation and programming.

**Proposed security measures:**

HPD hired for on-site security during event. Security hired for over-night security. Security volunteers at all entrances to monitor alcohol, coolers, etc. ID checks located at liquor booths. Radios and cell phones provided throughout the site for constant surveillance and communication.

**Proposed sanitation measures:**

Contractors hired for ground/event clean up and disposal of trash. Department of health permits required from each food vendor.

**Proposed clean-up measures:**

Contractors hired for grounds/event clean up and disposal of trash on site and surrounding areas. Water, charcoal and oil disposal with C&C grounds keepers and contractors.

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

Entertainment provided on the Main Stage, Jazz Tent and at the Celebrity Cook off shows. Rides for the kiei located at the Punchbowl Street entrance

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as well.

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

**\$5.00 and \$2.50 admission fee will be charged. Special package rates will be available during pre-sale. A separate fee will be charged for the Wine & Jazz Tent – sort of a cover charge. It is air-conditioned and will feature special Jazz artists.**

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

**Non-stop entertainment on the main stage – celebrity cook offs – a chance to visit over 20 of Hawaii's best eateries, in a one-stop location, and at discounted prices.**

**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):**

**Proceeds to benefit Abilities Unlimited, LLC.**

**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):**

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Please see attached page

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:

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Additional Information Requested:

VIP Sponsored area – limited to special entrée fee/donation.

**SECTION III - ATTACHMENTS**

Attached are the following items:

- (1) Fee of \$200.00 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 (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:**

**Mission Memorial Auditorium**

**Load in: June 23, 2008 8:00 am**

**Load out: June 30, 2008 10:00 pm**

**During Event:**

**June 27, 8:00 am till closing each night**

**June 28, " "**

**June 30, " "**

**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 Grounds keeping Supervisor. The Grounds keeping 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 Grounds keeping 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 Grounds keeping Supervisor via cellular phone or walkie-talkie.

**Additional Information**

Contact Person/Title: Janet Maduli

Company Name: Flavors of Honolulu, LLC

Address: 414 Kuwili Street, Suite 103  
Honolulu, HI 96819

Phone Number(s): \_\_\_\_\_ Cellular: 282-5577

Date(s) of Event: June 27, 28 and 29, 2008