



Aloha,

Thank you for your interest in hosting your next event at Queen Ka'ahumanu Center. It is our intent to provide those seeking the opportunity to share their talent and knowledge a venue to promote, educate, and entertain our shoppers. The selection process is based on quality, professionalism, and compliance with all Queen Ka'ahumanu Center rules, requests, and deadlines.

Our approval process and requirements have recently changed. Please review the following event approval process carefully.

- 1) Complete, sign, and return the attached application by either mailing or faxing it to the information below. If you will be providing entertainment, please include an recorded demo with your paperwork. **Applications must be submitted no later than six (6) weeks prior to your desired event date.**
Note: Submitting this application does not confirm your request.
- 2) After reviewing your application Queen Ka'ahumanu Center Management will contact you regarding the status of your approval. Depending on the type of event you have proposed, you may be asked to sign a license agreement and acquire liability insurance as defined in the Liability Insurance Addendum attached.
- 3) At this time you will also be given two addendums to complete regarding your sound requirements and set-up needs. These addendums must be completed in full and returned no later than two (2) weeks prior to your event. Changes can be made up to one week before your event. **Note: Additional requests or changes will not be honored on the day of your event.** These should be discussed at least one week prior to your event.

We will make every effort to insure that your event runs as smoothly as possible. Please help us in achieving that by complying with the requirements and deadlines stated above. Should you be unable to comply we will not be able to proceed with your event.

Once again, thank you for your inquiry. If you have any questions please feel free to call me at (808)877-3369 ext. 225 or email lisa.paulson@ggp.com.

Mahalo,

Lisa Paulson
Marketing Director

275 W. Ka'ahumanu Ave., Suite 1200
Kahului, HI 96732
P: 808-877-3369 ext. 225
F: 808-877-5992



Event Application

Applications must be submitted no later than six (6) weeks prior to the desired event date. Applicants, or persons signing on behalf of an applicant, must be at least 21 years of age. **Submitting this application does not confirm the request. Applicants may be required to sign a license agreement once the application has been approved.**

Applicant (Organization): _____

Street Address: _____ City/ State/ Zip: _____

Phone: _____ Fax: _____ Email: _____

Contact Person (if different from above): _____

Phone: _____ Fax: _____ Email: _____

Desired Event and Purpose: _____

Target Audience: General Population Adult Men Adult Women Families Children
 Seniors 55+ Teens

Expected Number of Participants: _____

Additional Participating Organizations: Yes No
(If yes, please see Additional Participating Organizations Addendum)

Requested Date and Time: _____

Desired Location: Queen's Stage Center Court

Chairs Needed: # _____ Tables Needed: # _____ Table Cloths Needed: # _____

Sound Needed: Yes No

Additional Electrical Outlets Needed: Yes No If yes, how many: _____

THE UNDERSIGNED HEREBY WARRANTS THAT THE INFORMATION SET FORTH IS TRUE AND CORRECT AND AGREES TO NOTIFY QUEEN KA'AHUMANU CENTER OF ANY CHANGES.

Applicant's Signature: _____ Date: _____



Liability Insurance Addendum

Queen Ka'ahumanu Center Management (QKC) has the right to require general liability insurance for the proposed event. If requested, the applicant must procure, at its expense, this insurance and furnish QKC with certificates of insurance naming QKC and its agents as additional named insured.

The insurance requirements are as follows:

Certificate Holder:	QKC Maui Owner, LLC Re. Queen Ka'ahumanu Center 275 W. Ka'ahumanu Ave., #1200 Kahului, HI 96732 Attn: Management Office
Additional Insureds:	QKC Maui Owner, LLC (DE) QKC Maui MZB, LLC QKC Maui Manager, LLC (DE) Queen Ka'ahumanu Center, LLC (NV) General Growth Properties, Inc. General Growth Management, Inc.
Unless otherwise set forth In the Lease or REA Agreement, the following Coverages apply: Required Coverages: General Liability:	Insurance Carrier(s) must meet AM Best A-VII or better rating \$1,000,000 Occurrence/\$2,000,000 Aggregate \$2,000,000 Products Comp/Op Aggregate \$1,000,000 Personal & Advertising Injury \$ 300,000 Fire Legal Liability <i>Include Waiver of Subrogation</i>
Cancellation Clause:	10 Days Notice The following must be stricken from the cancellation Wording "Endeavor to....but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives."

Please mail, fax or email your certificate to:

Queen Ka'ahumanu Center Management
Attn: Lisa Paulson
275 Ka'ahumanu Ave., #1200
Kahului, HI 96732

Fax: 808-877-5992
Email: lisa.paulson@ggp.com

THE UNDERSIGNED HEREBY AGREES TO PROCURE THIS INSURANCE SHOULD IT BE REQUESTED BY QUEEN KA'AHUMANU CENTER.

Applicant's Initials: _____ Date: _____

