



QUEEN KA'AHUMANU CENTER

2020

Aloha,

E komo mai! Mahalo for your interest in hosting your event at Queen Ka'ahumanu Center. QKC is your Town Square where we celebrate our community and island lifestyle. We are committed to our community's enrichment and therefore welcome organizations to educate, outreach and perform at our centrally located venue. With over 300 events annually, we encourage creative event ideas that collectively cultivate, collaborate and benefit our community. We savor quality programs that build character and celebrate our cultural diversity through entertainment, participation and interaction. **We welcome you to submit an Event Application and tell us about yourself.** As your host venue, we do require all organizations to adhere to our guidelines and deadlines to ensure a quality experience for all. The process involves 3 steps:

1. **Event Application:** Complete, sign and return the application via mail, fax or email no later than 6 weeks prior to the event date. If your event falls within that time frame, please contact us to discuss. We will be in contact with you within 1 week after receipt of your application. Due to demand, we highly encourage you to submit your application up to 1 year in advance. Submitting your application does not guarantee acceptance of your event or reserve your date.
2. **Event License Agreement:** Upon approval, a license agreement will be generated and sent to you for signature. Your Certificate of Insurance is required no later than 3 weeks prior to the event date.
3. **Coordination & Execution:** Our team will reach out to you to finalize your needs and schedule. All needs must be submitted no later than 2 weeks prior to your event and we will do our best to accommodate your requests, however you may need to provide your own and/or adhere to our guidelines. We require to work with one point of contact only to ensure that all coordination arrangements are communicated through one source. The one point of contact will be responsible to disseminate the information to your leadership, organization and/or volunteers.

More details are provided in the application herein. If you have any further questions after you have read the application and attachments, please feel free to contact us.

We look forward to welcoming you to QKC!



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EVENT APPLICATION

Your organization: Non-Profit Organization (501c3) Community Group (not a 501c3) For-Profit Company

Organization Name: _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ SSN/FEIN: _____
(REQUIRED)

EVENT INFORMATION

Event Name: _____

Event Date: _____ Event Time: _____

(ACTUAL EVENT TIME, NOT INCLUDING LOAD-IN/OUT)

Purpose of Event (THIS WILL BE USED FOR PUBLICATION | UP TO 2 SENTENCES): _____

Location: Queen's Stage & Center Court Center Court only

No. of Organizations involved in your event: _____ No. of Participants working/volunteering at your event: _____
(COMPLETE ATTACHMENT "A": PARTICIPATING ORGANIZATION FORM | ALL MUST COORDINATE ARRANGEMENTS THROUGH YOU)

Est. Public Attendance: _____

EQUIPMENT

Tables: Quantity requested

- QKC TABLES ARE 6' LONG x 30" WIDE & QKC WILL SET UP & TEAR DOWN
- LIMITED INVENTORY AVAILABLE. YOU ARE RESPONSIBLE TO COORDINATE ADDITIONAL TABLE INVENTORY, DELIVERY, SET UP & TEARDOWN, IF REQUIRED
- BLUE QKC LOGO FLOOR LENGTH LINENS AVAILABLE ON REQUEST. ORGANIZATION RESPONSIBLE FOR ANY DAMAGES
- YOUR BANNER/S MAY BE SET ON FRONT OF TABLE WITH YOUR OWN EQUIPMENT

Linens: Quantity requested

Chairs: Stage quantity requested

- QKC CHAIRS ARE STANDARD FOLDING WITH NO PADDING & QKC WILL SET UP & TEAR DOWN
- BASED ON OUR EVENT HISTORY & EXPERIENCE, WE WILL DISCUSS THE AUDIENCE CHAIR QUANTITY RECOMMENDATION WITH YOU
- LIMITED INVENTORY AVAILABLE. YOU ARE RESPONSIBLE TO COORDINATE ADDITIONAL CHAIRS, DELIVERY, SETUP & TEARDOWN, IF REQUIRED & APPROVED.

Audience quantity requested

Electric: Quantity requested

- ELECTRICAL OUTLETS ARE EXTREMELY LIMITED IN TABLE ASSIGNMENT LOCATIONS (ELECTRIC AVAILABLE AT STAGE FOR ENTERTAINMENT ONLY)
- PORTABLE ELECTRIC/GENERATORS & POWER EXTENSION CORDS ARE NOT PERMITTED

Sound: Sound required? Yes No

(COMPLETE ATTACHMENT "B": SOUND REQUEST FORM | ALL ENTERTAINMENT MUST MAKE ARRANGEMENTS THROUGH YOU)

QKC WELCOMES & ENCOURAGES COMMUNITY EVENTS. WE PROVIDE ADVERTISING SUPPORT, COORDINATION, EQUIPMENT, SOUND & SOUND TECHNICIAN WITH A VALUE OF OVER \$2,000+. OPERATING OVER 300+ EVENTS ANNUALLY & IN ORDER TO KEEP THESE SERVICES COMPLIMENTARY, WE ASK FOR YOUR COURTEOUS & TIMELY COMMUNICATION OF ALL NEEDS. QKC IS NOT IN A POSITION TO ACCOMMODATE LAST MINUTE/DAY OF REQUESTS. TO AVOID ANY ADDITIONAL FEES, PLEASE ENSURE THAT YOU REVIEW YOUR REQUIREMENTS IN THEIR ENTIRETY, A MINIMUM 4 WEEKS IN ADVANCE.

INITIAL THAT YOU HAVE READ, UNDERSTAND & AGREE TO THESE TERMS:



PARTICIPATING ORGANIZATIONS (ATTACHMENT "A")

QKC welcomes community collaboration and partnerships.
Please list all organizations that will be present at the event and what involvement and/or contribution they will make towards your events success. (for example: stage entertainment, information booth, interactive booth etc.)

ORGANIZATION NAME	INVOLVEMENT/CONTRIBUTION
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Applicant Initials



SOUND REQUEST / PROGRAM FORM (ATTACHMENT "B")

QKC will provide sound and a sound technician, complimentary to you.

- Equipment is based on our current inventory
- Outside technical equipment is not permitted unless authorized by QKC
- QKC controls the volume level at all times

Using the list on the right, provide your program schedule, entertainment and sound equipment needed

QKC offers the following sound equipment and may only be operated by our technician.

- (2) Beta 58 microphones
- (2) Direct boxes
- (14) Boom microphone stands
- (1) 9 Channel input snake
- (4) Stage monitors
- (1) CD player

Note: Any other items required would need to be rented and those charges would be passed on to you.

PROGRAM TIME (start & end time)	ENTERTAINMENT DESCRIPTION	SOUND EQUIPMENT NEEDED
Example: 11:00am – 11:45am	Emcee Welcome	1 mic
Example: 12:00pm – 1:00pm	The Island Trio (3 vocals, 1 guitar, 2 ukulele)	2 vocals, 1 direct box, 2 ukulele mics





EVENT GUIDELINES (ATTACHMENT C")

MARKETING

Traditional Marketing (Print/Radio) In support of your event, QKC will do its best to enhance your marketing efforts by including your event in our ongoing print and radio advertising. In order to be included, we require that you provide your press release, logo (pdf & jpeg format), bio and an image that represents your organization (if applicable). You should not rely on QKC for all of your marketing, but consider us an enhancement to your marketing efforts.

QKC logo must be added as a venue sponsor on all materials based on our venue, selected equipment and labor, and marketing contribution, which exceeds over a \$2,000+ value. A copy of any Marketing materials should be sent to us electronically.

With prior authorization by the QKC management office, flyers no larger than 8.5" wide x 11" high, quantity of no more than 50, may be brought to our QKC Guest Services desk to promote your event.

QKC must be added to all radio advertising as the venue sponsor.

Digital Marketing QKC's social media handle is: @QKC Maui | Hashtags: #ShopQKC #DineQKC #PlayQKC #IAMQKC

Your organization and team are required to follow us and tag us. We also ask you to provide your social media handle and hashtag/s so we can support your social media marketing efforts.

QKC will add your event to our website queenkaahumanucenter.com once we have received all your required documents.

Banners You are welcome to post your banner at Center Stage on the day of your event (only). QKC will advise location available. You are responsible to provide your own equipment to secure the banner.

PARKING QKC has over 2,800+ public parking stalls. Please ensure that your organization parks in a designated parking stall only. You may not park at our active loading zones longer than 5 minutes. QKC has the right to tow any vehicle.

LOAD-IN/OUT All load-in must take place no earlier than (1) hour prior to event time, unless arrangements have been made with our office. All load-out must take place no later than (1) hour following your event time. No items will be permitted beyond this time and there is no storage available.

Load-in and load-out may only take place via our designated loading dock zones. Access via the North Entry (Center front) is not permitted at any time. You must provide your own labor and/or carts to move your product/equipment.

EQUIPMENT/SETUP QKC provides you with tables, linens and chairs, based on our inventory available. No additional equipment is permitted unless authorized by QKC Management. All displays must be on the table top surface, banners may be set on the front of the table, and any items that must be stored must fit under the table and not be visible. Personal folding chairs and coolers are not permitted. Interactive equipment must be authorized by the QKC Management Office in consideration of guest and merchant safety, along with liability.

FOOD & BEVERAGE QKC has a wealth of restaurants and food court vendors. We encourage you to patronize them for all your food and beverage needs. This includes food and beverage for your staff/volunteers. QKC does not permit outside food and beverage at events.

ENTERTAINMENT A schedule of your entertainment must be submitted for QKC approval. Entertainment must be appealing to a vast audience range and age group. A green room with tables and chairs may be requested and QKC Management will advise availability.

MEDIA/PHOTOGRAPHY/VIDEOGRAPHY If you are scheduling your own photographer or videographer and/or have invited the media, please inform our office of their name, company name and contact information. Professional media know that they are to receive pre-authorization from the QKC Management Office.

QKC will be taking photography/videography that we will use for the purpose of promoting QKC. A photography/videography release will be issued to those that we take images of as authorization to use. By initialing below, you authorize QKC's use of images at your organization level.

TESTIMONIAL QKC welcomes your feedback and recommendations, and may ask for your testimonial in support of our community outreach.

SECURITY QKC will not be held liable for any lost, stolen or damaged items brought to our venue. Security may be contacted for urgent assistance.

Please note that QKC is a private property that welcomes our community to enjoy our venue and ongoing events. All of these guidelines are based on ensuring that all involved have an enjoyable experience. We appreciate your kokua.

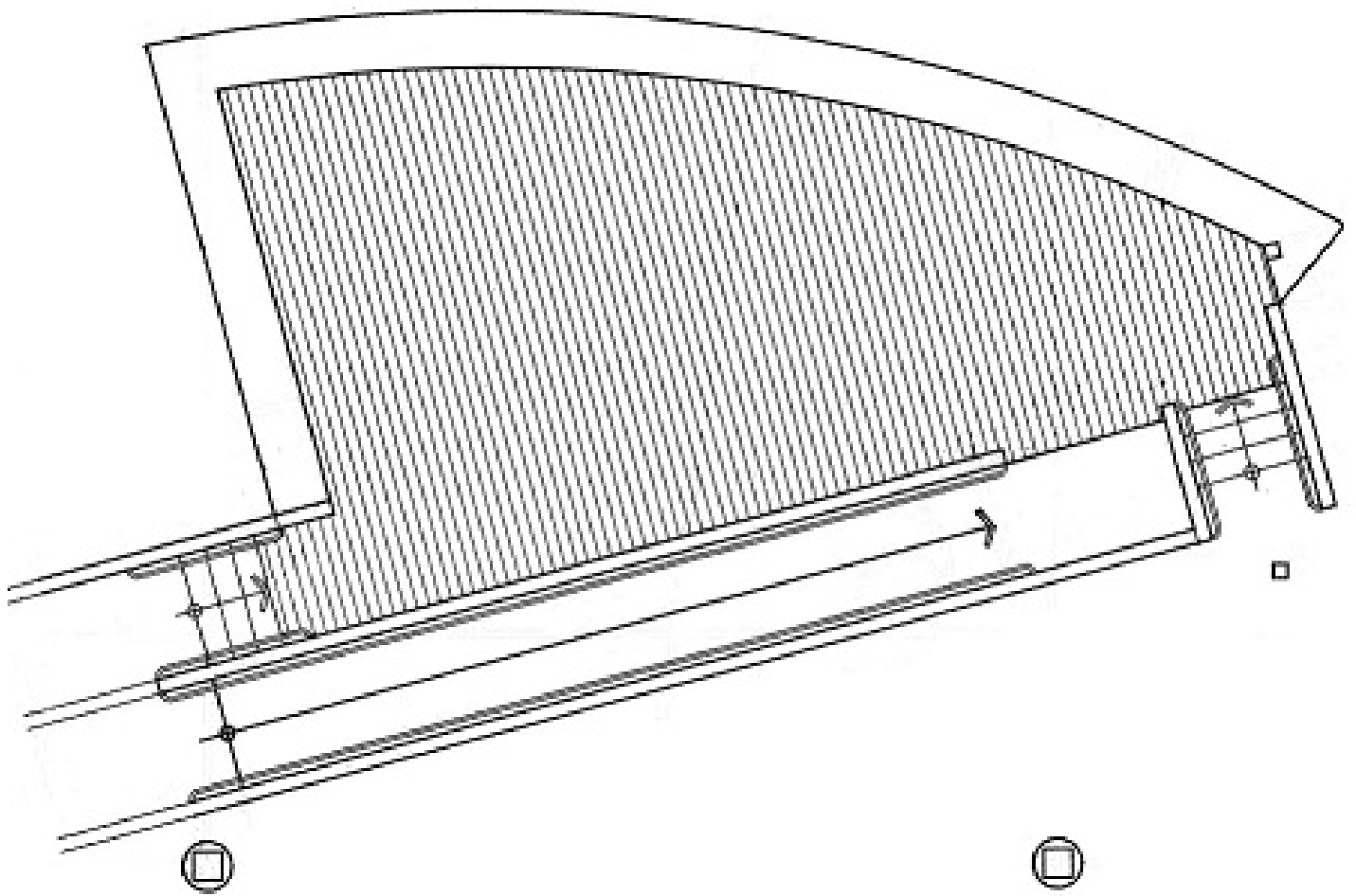
Mahalo



STAGE PLOT (ATTACHMENT "D")

Please Indicate where you would like your sound equipment on stage.

- Equipment is based on our current inventory
- Outside technical equipment is not permitted unless authorized by QKC
- Equipment provided by outside is the responsibility of the organization or musician.



EVENT APPLICANT CHECKLIST (ATTACHMENT "E")

Read, sign & return all of the following:

- Event application
- Participating Organizations List (attachment A)
- Sound request form (attachment B)
- Review of Event Guidelines, Stage & Event Layout, and Checklist (attachment C, D, E, F)
- Certificate of Insurance (attachment G)

Upon application approval, QKC will provide an Event Agreement:


- Read, sign & return Event Agreement upon receipt

Forward all of the following information following signing of Event Agreement:

- Organization Press Release (if your organization issues a press release, copy QKC)
- Organization Logo | to be used for promotion (color, pdf and jpeg format, minimum 300 dpi)
- Organization bio | to be used for promotion (1 paragraph)
- Organization image | to be used for promotion (event or team photo, color, minimum 300 dpi)
- Organization social media handle & hashtag/s (and follow @QKCMaui)
- Event Flyer (MUST include QKC logo as venue sponsor/electronic version to QKC Mgmt.)
- Event Flyers (hard copy, 8.5"w x 11"h, 50 copies to QKC Guest Services desk)



EVENT LAYOUT (ATTACHMENT "F")



Event Name:

Date/Location:

Event Time:

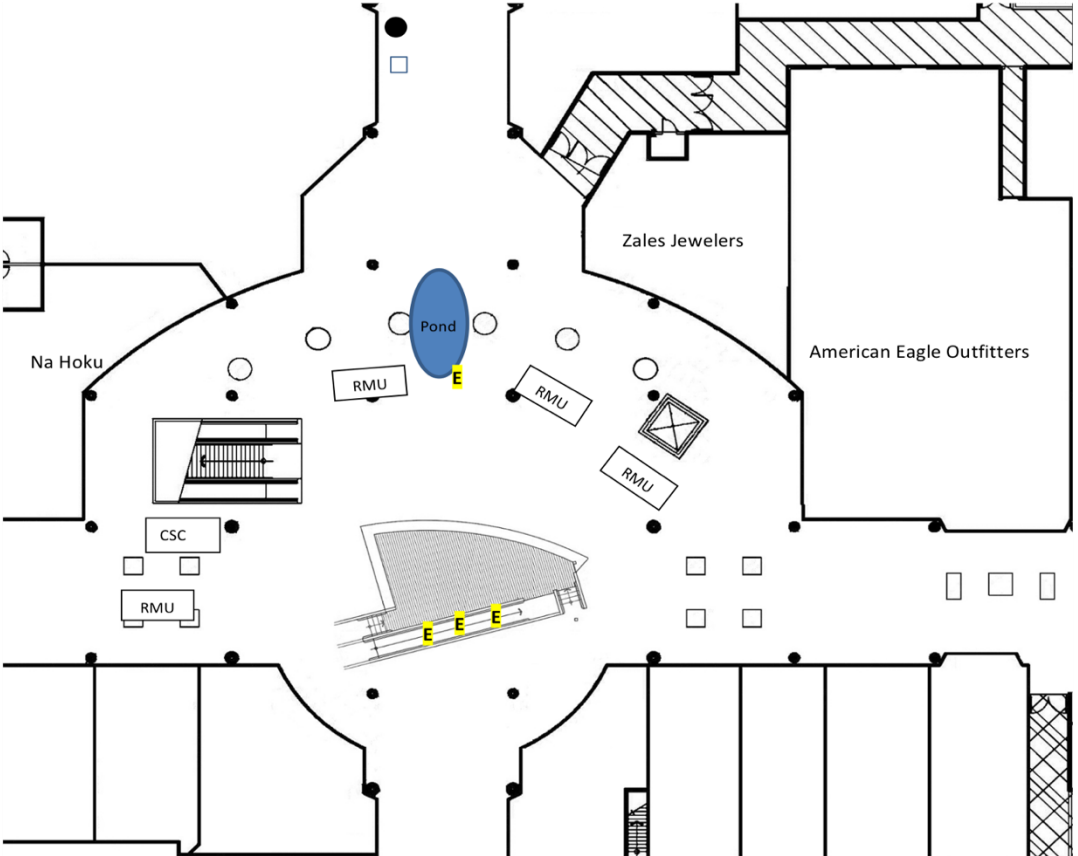
Setup Time:

Event Coordinator/Contact:

Amount of Tables:

Amount of Chairs:

Sound? Y or N Electricity? Y or N



1. All performances must be contained to the stage unless otherwise approved by center management. Stage width is approximately 40ft. The depth stage is approximately 17ft.
2. No banners are allowed to hang in center court on second floor railings or on the Queen's Stage. Alternatively, professionally created signage is allowed.
3. A 10ft clearance from escalator landing and stage area must be maintained at all times during event.

Queen Ka'ahumanu Center will try our best to accommodate your layout request. Keep in mind that Queen Ka'ahumanu Center will produce the final event layout and provide to you 1 week prior to event.

INSURANCE REQUIREMENTS (ATTACHMENT "G")

Before commencing operation, Lessee (Event Applicant) shall procure and maintain, at its expense, commercial general liability insurance and shall furnish to Lessor certificates of insurance naming Lessor and Lessor's agent as additional named insured thereunder and indicating that the following coverages are in full force and effect and that no such insurance may be cancelled without at least ten (10) days written notice to Lessor (Queen Ka'ahumanu Center). Lessee shall also procure and maintain, at its expense, and furnish Lessor a certificate of worker's compensation insurance, as required by the laws of the state of Hawai'i.

The Certificate of Insurance provided should be completed as follows:

Certificate Holder: QKC Maui Owner, LLC
 RE: Queen Ka'ahumanu Center
 275 W. Ka'ahumanu Ave., #1200
 Kahului, HI 96732

Additional Insureds:

1. QKC Maui Owner, LLC
2. QKC Maui MZB, LLC
3. Queen Ka'ahumanu Center, LLC
4. S.M. Farthington Ltd., LLC

You must keep the following insurance in force with companies licensed to do business in the state or commonwealth where the Shopping Center is located, during the Event Period and such other times as Licensee occupies the Event Location:

- i. Commercial General Liability Insurance on the Event Location and the business operated in or from the Event Location, including coverage against assumed or contractual liability under this Agreement, with minimum limits for bodily injury, property damage or personal and advertising injury of \$1,000,000 per occurrence and \$2,000,000 general aggregate, except for the Events set forth below, which require such insurance as follows:

Type of Event	Commercial General Liability Occurrence/Aggregate Requirement
Dance	\$1MM/\$3MM
Petting Zoo	\$1MM/\$3MM
Vehicle Display Event	\$1MM/\$3MM
Vehicle Driven Event	\$2MM/\$5MM
Concert (Professional/Not Community Event)	\$5MM/\$5MM
Carnival	\$5MM/\$5MM
Circus	\$5MM/\$5MM
Dunk Tank	\$5MM/\$5MM
Rock Climbing	\$5MM/\$5MM
Martial Arts or Other Sporting Event	\$5MM/\$5MM
Firearms or Weapons Show	\$5MM/\$5MM
Anything Involving the Preparation of Food and/or Beverage On-Site	\$5MM/\$5MM
All Other High Risk Events	\$5MM/\$5MM

- ii. Workers Compensation Insurance in statutory limits for all employees and Employers Liability Insurance which affords limits of not less than \$1,000,000 each coverage and policy limit



- iii. "All Risk" property insurance, covering all of Licensee's inventory, trade fixtures, furniture, furnishings, and equipment not affixed to the Event Location, and covering all of the improvements installed in the Event Location by or for the Licensee in an amount equal to the greater of \$500,000, without co-insurance, or the full replacement cost value of all such equipment, furniture and trade fixtures; and
- iv. If You are serving alcohol at the Event, liquor liability insurance, including coverage for bodily injury or property damage with minimum limits of \$2,000,000 per occurrence and \$5,000,000 general aggregate

All Contractors must keep the following insurance in force with companies licensed to do business in the state or commonwealth where the Shopping Center is located, during the Event Period and such other times as the Contractor occupies the Shopping Center:

- i. Workers Compensation Insurance in statutory limits for all employees and Employers Liability Insurance which affords limits of not less than \$1,000,000 each coverage and policy limit;
- ii. Employer's Liability - minimum of \$500,000 each accident; \$500,000 disease, policy limit; \$500,000 disease, per employee;
- iii. Commercial General Liability (naming Owner and Manager as additional insureds) - \$1,000,000 per occurrence Combined Single Limit; \$2,000,000 aggregate (i.e., such insurance shall include contractual liability, personal injury protection and completed operations coverage);
- iv. Auto Liability (if deemed appropriate by Manager) - \$1,000,000 minimum;
- v. Property Insurance coverage for tools and equipment brought onto and/or used on the Property by the contractor - an amount equal to the replacement costs of all such tools and equipment; and
- vi. For any Contractors that are providing armed security services for the Event, Commercial General Liability (naming Owner and Manager as additional insureds) which affords limits of not less \$2,000,000 per occurrence Combined Single Limit; \$5,000,000 aggregate (i.e., such insurance shall include contractual liability, personal injury protection and completed operations coverage, and be primary and non-contributory to coverage carried by Owner and its managing agent);

You shall deliver to us certificates of the insurance required by this Exhibit B. The insurance company or companies providing the insurance required hereunder must have a Best Rating of A -VIII or better. You hereby waive all subrogation rights of your insurance carrier in favor of Licensor and its partners, beneficiaries, trustees, officers, employees and agents with respect to the property damage and rental loss insurance required to be carried hereunder. If you breach your obligation to obtain and keep in effect any insurance required by this paragraph, you shall indemnify and hold Licensor harmless against any loss that would have been covered by such insurance.

The certificates required by this Exhibit B will provide either that (i) "Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail thirty (30) days' written notice to the Certificate Holder"; or (ii) "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions." Your Commercial General Liability Insurance policies shall name Licensor and its management agent (and any other person or entity as may be requested by Licensor in writing) as additional insureds, as their respective interests may appear, and will be primary, non-contributory and not in excess of any other coverage maintained by Licensor or any other party.

Please mail original certificate to: Queen Ka'ahumanu Center
Attn: Management Office
275 W. Ka'ahumanu Ave., #1200
Kahului, HI 96732

THE EVENT APPLICANT/LESSEE HEREBY AGREES TO PROCURE THIS INSURANCE REQUESTED BY QUEEN KA'AHUMANU CENTER.

Applicant Initials