



Aloha,

We would like to provide a venue to those seeking an opportunity to share, promote and educate their talent or knowledge to our shoppers. The selection process is based on quality, professionalism, and compliance with all of Queen Ka'ahumanu Center rules, requests, and deadlines.

ALL groups wishing to use the stage or center court will be required to sign a license agreement and provide insurance. NO EXCEPTIONS. Please review the following event approval process carefully.

1. Complete and sign the attached application and return by mail, fax, or e-mail to the contact information below. 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. Please use the additional participating organization form to list other groups that will be a part of your event. These businesses must be listed and approved prior to your event. If you or any of your participating groups are promoting a business, additional fees may apply.
3. After reviewing your application Queen Ka'ahumanu Center management will contact you regarding the status of your approval. If your event is approved a license agreement will be generated which will then need to be signed by a representative of your group. You will also be required to acquire liability insurance as defined in the Liability Insurance Addendum attached. Your license agreement and proof of insurance needs to be submitted no later than (3) weeks prior to your event date.
4. As part of the application process, you must complete the sound requirement and set-up forms. These addendums must be completed in full and returned no later than two (2) weeks prior to your event. Note: Additional requests or changes will not be honored on the day of your event.

We will make every effort to ensure your event runs as smoothly as possible. Please help us achieve this 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.

Mahalo,

Toni Rojas, CMP
Marketing Director
e: trojas@qkcmanagement.com

Marina Satoafaiga
Digital Marketing & Events Coordinator
p: 808-856-8105
e: msatoafaiga@qkcmanagement.com



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 will be required to sign a license agreement once the application has been approved, as well as providing proof of insurance.**

APPLICANT INFORMATION

Organization Name: _____

First Name: _____ Last Name: _____

Street Address: _____
(PLEASE NO PO BOXES)

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ SSN/FEIN: _____
(REQUIRED TO PROCESS APPLICATION)

EVENT INFORMATION

Event Name: _____

Event Date: _____ Event Time: _____

Purpose of Event: _____

Location: Queen's Stage Center Court

No. of Participants: _____ Additional Organizations? No Yes (complete participating organization form)

No. of Tables: _____ No. of Chairs: _____ Sound: No Yes (complete sound request form)

Additional Electric Outlets: No Yes No. Needed: _____

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: _____



INSURANCE REQUIREMENTS

Before commencing operation, Lessee 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. 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 (DE)
 2. QKC Maui MZB, LLC
 3. QKC Maui Manager, LLC (DE)
 4. Queen Ka'ahumanu Center, LLC (NV)
 5. Pacific Retail Capital Partners

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 UNDERSIGNED HEREBY AGREES TO PROCURE THIS INSURANCE REQUESTED BY QUEEN KA'AHUMANU CENTER.

_____ Applicant's Initials



ADDITIONAL PARTICIPATING ORGANIZATIONS

Please list all additional organizations that will be present at the event and what involvement or contribution they will make (example: stage entertainment, information booth about services or product, interactive booth).

Organization Name	Type of Involvement (info table, entertainment, etc.)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	

(Please attach a list if more room is needed)

_____ Applicant's Initials



SOUND REQUEST FORM

Sound volume levels must be at the discretion of Queen Ka'ahumanu Center (QKC) at all times. QKC will hire a sound technician to operate your sound at no cost to your organization. If you provide any of your own amplification equipment, QKC's sound technician must have the ability to control its sound levels at all times.

Queen Ka'ahumanu Center has the following sound equipment available. (This equipment may only be operated by QKC's hired sound technician.)

- (6) beta 58 mics
- (2) wireless beta mics
- (4) direct boxes
- (14) boom mic stands
- lavalier mic
- (1) 16ch input snake
- (4) stage monitors
- (1) CD Player

Using the list above, please provide a summary of your program and/or entertainment, and indicate the equipment you will need for each segment: (If entertainment includes a band, please list the instruments and number of vocals.)

Program Time (start & end time)	Description of Entertainment	Sound Equipment Needed
Example: 11:15-11:30 am	Emcee Welcome	1 wireless mic
Example: 12-3pm	The Smith Trio – 3 vocals, 1 guitar, 2 ukulele	3 vocals, 1 direct box, 2 ukulele mics

_____ Applicant's Initials



**QUEEN
KA'AHUMANU
CENTER**

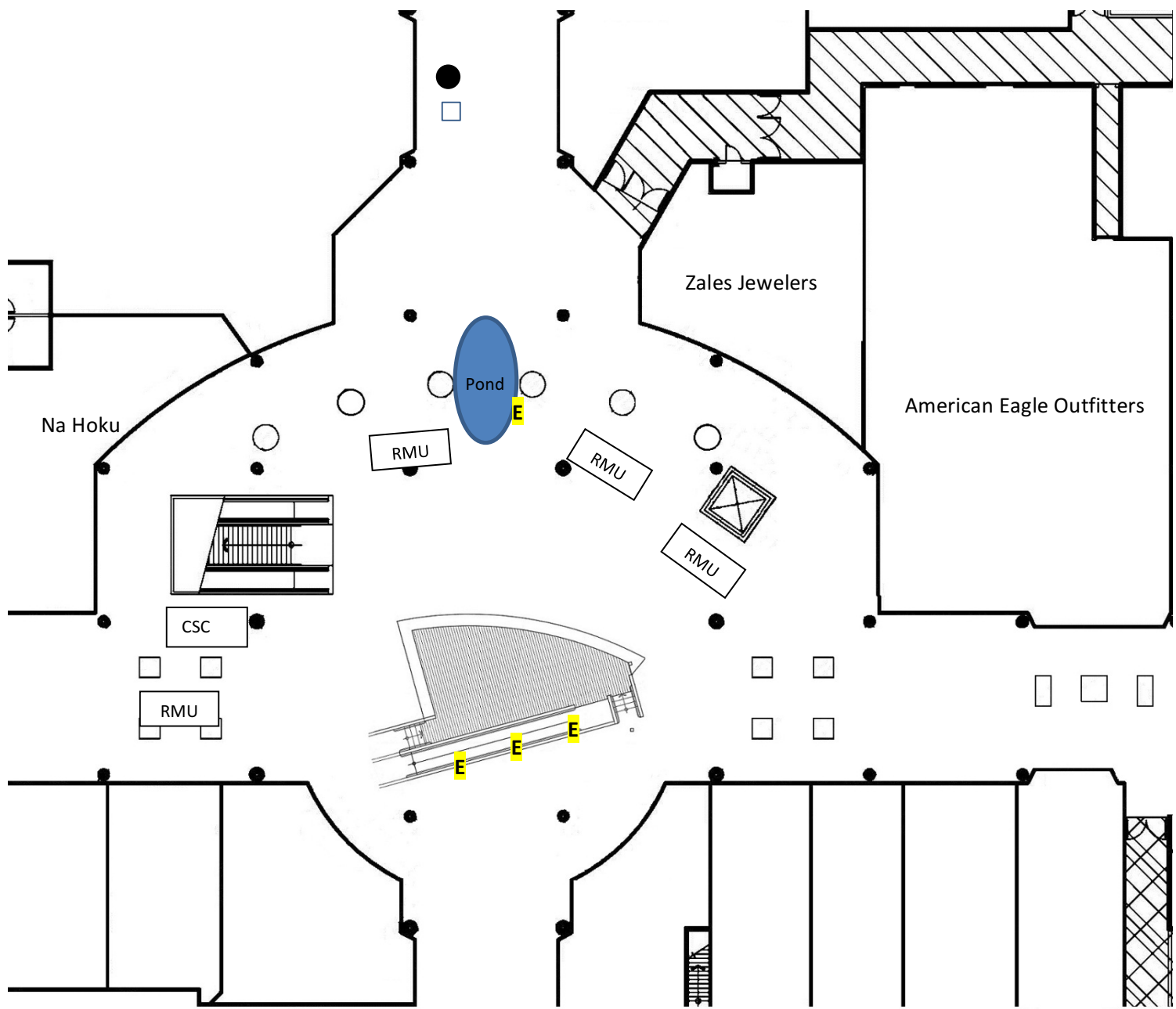
Event Name:

Date/Location: **Amount of Tables:**

Event Time: **Amount of Chairs:**

Setup Time: **Sound? Y or N**

Event Coordinator/Contact: **Electric Outlets? Y or N**



● = columns
 □ = planters
 E = electric outlet

Please indicate where tables and chairs will be located by using a line for tables and "x" for chairs.

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.