



2100 Kanoelehua Avenue
Hilo, Hawaii 96720

**APPLICATION AND AGREEMENT FOR
USE OF SHOPPING CENTER FACILITIES**

Thank you for your interest in utilizing our facility to hold an event for your organization. Attached is an exhibit of the “Designated Area” for “Special Use”.

Please complete and submit this form to our office for review. All requests must be submitted to at least (30) days prior to your requested event date(s). Processing time for requests are approximately (2) weeks.

Should you have any questions, please contact our office.

1. NAME OF APPLICANT: _____
[organization/individual]

TITLE: _____ EMAIL: _____

PHONE: _____ FAX: _____

ADDRESS: _____

_____ [street/state/zip]

2. STATUS OF APPLICANT:
_____ School _____ Non Profit
_____ Other (Specify) _____

3. NATURE AND PURPOSE OF ACTIVITY: _____

4. MATERIAL, SOUND EQUIPMENT, SIGNS, ETC. TO BE USED (to be provided by Applicant unless otherwise noted): _____

5. MAXIMUM NUMBER OF PERSONS ENGAGED IN ACTIVITY: _____

6. SHOPPING CENTER FACILITIES TO BE USED: _____

- D. All signs are subject to prior approval of the Owner and must be tasteful and professional. Applicant will not use flashing lights, noisemakers or other attention-getting devices.
- E. Solicitation for funds, contributions, signatures or participation in surveys must be passive; Applicant and Applicant's members will not accost shopping center patrons for any purpose.
- F. Applicant will leave the area occupied and facilities used in the same condition of orderliness and cleanliness as when received.
- G. The facilities will be used only for the purposes and for the activity described in Section 1 on the first page of this Application and Agreement.
- H. Applicant understands that the Puainako Center is private property and that permission to use Puainako Center facilities may be revoked by Owner at any time for violation of this Application and Agreement or for any other reason or for no reason.
- I. Applicant will provide a Certificate of Insurance providing evidence that comprehensive general liability insurance is in effect. The comprehensive general liability insurance coverage shall include (1) coverage of premises and operations, products and completed operations, host liquor liability (if liquor is to be served), blanket contractual liability, personal injury and advertising injury, and broad form property damage; (2) limits of liability shall be \$500,000.00 for combined single limit and bodily injury and property damage; (3) occurrence form; (4) Owner shall be named as an Additional Insured; (5) a 30-day Notice of Cancellation is to be provided to Owners; and (6) shall state that the user's policy contains a clause which states that the user's policy is primary to any policy Owner may have in force which applies to a loss covered thereunder.

APPLICANT:

Name: _____

Signature: _____

OWNER ACTION: Approved: _____ Date: _____

 Denied: _____ Date: _____

cc: Manager/Sack N Save
 Manager/Sally Beauty
 Spotlight Maintenance
 Securitas Security Services

Puainako Center contact information: Attn: Vera A. Wagner
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