



HAWAII COMMUNITY DEVELOPMENT AUTHORITY

461 Cooke Street
Honolulu, Hawaii 96813
Telephone: (808) 594-0300/FAX: (808) 594-0299



PERMIT APPLICATION

Internal Use Only:
DATE RECEIVED: PERMIT NUMBER:

Applicant Name: e-mail address:
Address: phone number:
City, State, Zip Code business or cell phone
Organization (if applicable) phone number
Emergency Contact Name: phone number

Names, addresses and daytime phone numbers of two organization officers besides applicant (if applicable):
1.
2.

List any previous park events organized by applicant/organization (include locations and dates)

EVENT INFORMATION (attach separate sheet if necessary)

Type of event: Date of Event: Raindate
Name of Park: Location in Park
Number of Participants: Number of Spectators:
Set up Begins: Clean-up Ends:
Time Event begins: Time Event Ends:
Will participants or spectators be charged? YES NO
Describe in detail all activities planned. List all items to be distributed. (Sale or distribution of food, products, promotional material, celebrities, speeches, ceremonies, etc.)

Will the event be advertised? YES NO If so, describe advertising plan, including dates and media outlets:

Will any pamphlets, handbills, or advertising matter of any kind be distributed at the event? YES NO
Do you plan to drive vehicles onto park land (authorization required)? YES NO
Will any items be offered for sale/donations to the public? YES NO
Have you made any provisions for on-site medical services? YES NO
Have you made any provision for on-site security? YES NO
Do you plan to have amplified sound at your event? YES NO
Do you have Insurance? YES NO If so, with whom:

ALL APPLICANTS MUST BE EIGHTEEN YEARS OF AGE OR OLDER

As the Applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application and HCDA guidelines. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other action by HCDA.

SIGNATURE OF APPLICANT

THIS FORM IS NOT A PERMIT