

**HAWAI'I COMMUNITY DEVELOPMENT AUTHORITY
PARK LARGE/SPECIAL EVENT REQUIRED DOCUMENTS**

- Provide a copy of your current & valid State General Excise Tax License (15-210-29(b)(2)).
- Provide a copy of your current & valid Hawaii State Tax Clearance. (15-210-29(b)(3)).
- Provide a copy of your current & valid Certificate of Good Standing in the State of Hawaii.
- Map of event activities & layout. Note the restroom & dumpster location(s) if bringing them in for the event.
- All food vendors must provide copies of their temporary food establishment permits from the State of Hawaii Department of Health (DOH).
- The appropriate Honolulu Liquor Commission license is required to serve alcohol. Provide a copy of your liquor license.
- A Conditional Use Permit from HCDA's Planning Department may be required. Please call the planner on duty at 594-0340, regarding that application.
- Honolulu Fire Department Fire Inspection is required. Please contact the Honolulu Fire Department Fire Prevention Bureau at 723-7161 to receive approval for the event layout.
- Insurance is required depending on the type of event. The policy must name both the Hawaii Community Development Authority (HCDA) and the State of Hawaii as additional insureds. In addition to general liability insurance, automobile, liquor or pyrotech may also be needed.

***Event Coordinator/ Park Permit Applicant
(For all general events)***

Commercial General Liability limits:

Each Occurrence: \$1 million
Aggregate: \$2 million
Damage to rented premises (each occurrence): \$100,000
Personal & Advertising Injury: \$1 million
General Aggregate: \$2 million
Products - Comp/OP Aggregate: \$2 million

Automobile limits: (For anyone driving on the property - including all vendors)

Combined single limit: \$2 million, OR
Bodily injury per person: \$1 million, and
Bodily injury per accident: \$1 million, and
Property damage per damage: \$1 million

Food Trucks:

Commercial General Liability limits:

Each Occurrence: \$1 million
General Aggregate: \$1 million
Damage to rented premises (each occurrence): \$100,000
Personal & Advertising Injury: \$1 million
Products - Comp/OP Aggregate: \$1 million

Liquor Liability limits* (For any consumption of alcohol):

Each Occurrence: \$3 million
Aggregate: \$5 million

**If the liquor permittee cannot meet the limits through the liquor liability, they can make up the difference through umbrella insurance, provided the minimum Liquor Liability is \$1mil per occurrence/\$1mil aggregate.*

Pyrotech (For any fireworks):

Occurrence: \$5 million (Errors and Omission)
Aggregate: \$5 million