



## SPECIAL EVENT REQUIREMENTS

Ka Makana Ali'i is destined to become a shopping and entertainment destination for families, and we are seeking various types of entertainment for performances at the center including community choirs, bands, school groups, dance and hula performances and more. We are looking forward to becoming the venue in West Oahu for some of Hawaii's best entertainment and in advance, thank you for considering Ka Makana Ali'i as a venue for your event or performance. In order to help us through the selection and approval process, please provide us with the following information (application forms attached):

### Center Stage Performance Requirements:

- an audio or video recording of your group or artist (if available)
- a biographical sketch, including background information
- a current photograph
- sound requirements
- estimated number of participants
- contact information, including name, address, phone, fax numbers & email address.
- several requested dates and times
- upon approval, you must provide \$2 mil comprehensive general liability insurance certificate

### Event Requirements:

- organization background
- event name
- description of proposed event
- set-up requirements
- sound requirements
- estimated number of participants
- contact information, including name, address, phone & email address
- several requested dates and times
- upon approval, you must provide \$2 mil comprehensive general liability insurance certificate

Proposals can be emailed to the marketing department to [KMA.Marketing@jll.com](mailto:KMA.Marketing@jll.com) or faxed to (808) 628-4805 or mailed to the Ka Makana Ali'i, Attn: Marketing Department, 91-5431 Kapolei Pkwy, Suite 427, Kapolei, Hawaii 96707. **Once received, your proposal will be reviewed and you will be contacted within 10 working days.** Please note, your proposals and its contents will not be returned.

Upon approval, a date and time will be confirmed and you will be notified. Please keep in mind, that although we would like to accommodate everyone, we are limited in the use of the common area and center court. It is necessary for us to schedule all bookings based on quality of the performance and on a first come, first served basis.

Once again, thank you for your interest in performing at Ka Makana Ali'i!



## Ka Makana Ali`i Application for Permit

1. Application must be made no later than thirty (30) days prior to the first day desired for such activity; if Center equipment is requested, application must be made no later than thirty (30) days prior to the first day desired for such activity.
2. Applications are granted subject to the Rules and Regulations, which are included with this Application. In accordance with the Rules and Regulations, applicants are obligated to pay certain costs and expenses, to indemnify and hold harmless certain persons and organizations, and to do or refrain from doing certain acts. By accepting this application, the applicant agrees to be bound by the terms and conditions of the Rules and Regulations and to perform such obligations.
3. An applicant, or a person signing on behalf of an applicant, must be at least 21 years of age.
4. Submitting this application does not confirm your request. You will be contacted further once the application is approved.

Applicant: \_\_\_\_\_ FEIN or SSN (REQUIRED): \_\_\_\_\_

Applicant DBA: \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

Address (NO PO BOXES): \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Applicant's Officers and Directors, if any:

\_\_\_\_\_ Title: \_\_\_\_\_

Contact Person if different from above:

\_\_\_\_\_

Desired Activity: \_\_\_\_\_

Type of Activity (please be specific): \_\_\_\_\_

Purpose: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Requested Dates (List at least 3) \_\_\_\_\_

Time \_\_\_\_\_

Materials, Signs, and Other Objects to be used (see also pages 4-5 for elements available through Ka Makana Ali`i):

\_\_\_\_\_

Area Desired:

\_\_\_\_\_

Other Descriptive Facts:

\_\_\_\_\_

IF GRANTED PERMISSION, APPLICANT HEREBY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE RULES AND REGULATIONS INCLUDED WITH THIS APPLICATION AND TO PERFORM THE OBLIGATIONS OF AN APPLICANT UNDER SUCH RULES AND REGULATIONS. THE UNDERSIGNED HEREBY WARRANTS AND REPRESENTS THAT THE INFORMATION SET FORTH ABOVE IS TRUE AND CORRECT AND ACKNOWLEDGES THAT HE HAS READ THE RULES AND REGULATIONS INCLUDED WITH THIS APPLICATION.

Date: \_\_\_\_\_

By: \_\_\_\_\_



KA MAKANA ALI'I

## Ka Makana Ali`i Event Element Request Form

### **Staging:**

Ka Makana Ali`i staging is a fixed element and the size of the stage is 33' x 16'. Please indicate below what your staging needs are.

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### **Tables & Chairs:**

Ka Makana Ali`i can provide your event with up to (30) 6' x 2' tables and (50) chairs. Please indicate the amount of tables and chairs you wish to request. If you require more than the standard amount, please note any additional elements needed.

\_\_\_\_\_ Tables

\_\_\_\_\_ Table Cloths

\_\_\_\_\_ Chairs

Note: There will be a fee assessed if any of the equipment is damaged or soiled.

### **Access to Electrical Outlets:**

Ka Makana Ali`i provides access to (2) 110v/20 amp circuits of electricity for the sound system. If you need access to any additional outlets for your electronic devices please indicate below. Should you need access to electrical outlets, we ask that you please provide your own power strip, extension cords, and materials to tape down any electrical cords you provide.

\_\_\_\_\_ (check here) No, I do not need access to electrical outlets for my own electronic elements.

\_\_\_\_\_ (check here) Yes, I need access to \_\_\_\_\_ additional electrical outlets for

\_\_\_\_\_  
(indicate what electronic elements/devices you will be bringing)

### **Additional Event Element or Set Up Requests/Needs:**

If your event requires any additional event elements, has specific set up requests, or if you wish to note/comment on any additional event details please indicate below:

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KA MAKANA ALI'I

## Ka Makana Ali`i Sound System & Equipment Request Form

Ka Makana Ali`i's sound system is available to you at no cost in most cases. We also provide friendly and experienced staffing to operate the sound system. If you wish to request the use our sound system, please indicate the amount(s) of each sound element you wish to use:

\_\_\_\_\_ Standard Microphones

\_\_\_\_\_ Microphone Stands

\_\_\_\_\_ Wireless Microphones

\_\_\_\_\_ Direct Inputs (up to 3)

\_\_\_\_\_ Vocal Microphones

\_\_\_\_\_ Monitors (2, single mix only)

\*\*If you require equipment beyond our inventory, you are more than welcome to bring your own supplemental items. Ka Makana Ali`i and its associates will not be held responsible or liable for any lost, stolen, or damaged equipment.

Sound Input: CD MP3  
(circle all that apply, if needed)

Please indicate below any instruments/audio devices you will be bringing on Mall property to use during your event. Also, include any special notes, requests, or instructions you have regarding the equipment/devices.

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If you have any special needs/requests that need to be communicated to our professional soundman, please indicate so below:

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In the diagram below, please indicate how/where you would like each sound element to be set-up:

