

**REQUEST TO HOLD SPECIAL EVENT
AT KOHANAIKI HALAU**

RESERVATIONS ARE TENTATIVE PENDING APPROVAL OF SPECIAL REQUESTS

Requests must first be approved by the Komike O Kohanaiki; the Kohanaiki Park Committee; & the Hawaii County Director of Parks & Recreation. Completed application should be mailed to:

Komike O Kohanaiki
c/o Reggie Lee
PO Box 9015, Kailua-Kona, HI 96745
Phone: (808) 987-7213 Fax: (808) 325-8655
rlee@kohanaiki.com

1. **NAME OF ORGANIZATION/SPONSOR**

2. **CONTACT PERSON**

3. **MAILING OR EMAIL ADDRESS**
PHONE NUMBER

4. **TYPE OF EVENT**

5. **REQUESTED DATE(S)/TIMES**

_____ / _____

6. **NUMBER OF PEOPLE EXPECTED:**

7. **AMPLIFIED SOUND SYSTEM**

Yes _____ No _____

8. **TEMPORARY STRUCTURES**

Yes _____ No _____

If temporary structures or tents are to be erected, please describe:

NOTE:

NO ALCOHOL SERVED OR SOLD

NO COMMERCIAL VENDORS

PORTABLE RESTROOMS - Depending on number of people expected, additional portable restrooms may be required. The number of restrooms will be determined by the review board.

Organization/ Event Mission Statement or Vision:

Describe how your event will contribute to the community and the park:

Describe how your event will provide cultural and environmental education to the participants and spectators:

Will there be a beach clean-up element to the event?

Yes ___ No ___

Provide proof of insurance:

Provide copy of liability waivers for participants:

Will you commit to participating in a pre-event and post-event meeting with the Komike O Kohanaiki?

Yes ___ No ___