

CITY AND COUNTY OF HONOLULU ADMINISTRATIVE RULES

TITLE 19

DEPARTMENT OF PARKS AND RECREATION

CHAPTER 9

RULES, REGULATIONS, CHARGES AND FEES FOR USE OF
RECREATIONAL FACILITIES FOR SPECIAL EVENTS

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SUBCHAPTER 1

GENERAL PROVISIONS

§19-9-1 Purpose. The purposes of this chapter are to establish fees and charges for the use of department recreational facilities for special events and to establish rules and regulations governing the issuance of special event permits. [Eff JUL 02 2012] (Auth: RCH §4-105, ROH §§10-1.3, 10-2.12) (Imp: ROH 2.12)

§19-9-2 Application. This chapter shall govern special events held at recreational facilities at Waipio Peninsula Soccer Park, Patsy T. Mink Central Oahu Regional Park, and Hans L'Orange Neighborhood Park when used for special events. [Eff JUL 02 2010] (Auth: RCH §6-1403, ROH §10-2.12) (Imp: ROH §10-2.12)

§19-9-3 Definitions. As used in this chapter, the following words and terms shall have the following meanings unless the context clearly indicates otherwise:

"Adult" means an individual who is 20 years of age or older.

"Application for use of parks facilities" or "permit application" means a department form to request a park use permit.

"City" means the City and County of Honolulu.

"City co-sponsored" means a special event which is certified to be co-sponsored by the Mayor of the City pursuant to the criteria established by the rules and regulations governing "City Sponsorship or Co-Sponsorship of Parades and Events," effective August 4, 2008, as amended.

"Department" means the department of parks and recreation.

"Director" means the director of the department of parks and recreation, or his or her duly authorized representative.

"Domestic entity" means an entity organized under the laws of this State.

"Entity" includes domestic and foreign corporations, domestic professional corporations, domestic and foreign limited liability companies, domestic and foreign nonprofit corporations, domestic and foreign business trusts, estates, domestic and foreign partnerships, domestic and foreign limited partnerships, domestic and foreign limited liability partnerships, trusts, associations and cooperative associations, but does not include any state, federal or foreign government.

"Fee" means non-refundable payment for use of a recreational facility in conjunction with a park use permit.

"Foreign entity" means an entity organized under laws other than the laws of this State.

"Hans L'Orange Neighborhood Park" or "HLNP" means the property located at 94-1024 Waipahu Street, Waipahu, Hawaii 96797.

"Holiday" means the days of each year set apart and established as state holidays pursuant to Hawaii Revised Statutes Section 8-1, as amended.

"HRS" mean the Hawaii Revised Statutes, as amended.

"Individual" means a natural person.

"Non-resident" means every individual who is not a resident of this State.

"Park." includes recreational facilities at Waipio Peninsula Soccer Park, Patsy T. Mink Central Oahu Regional Park, and Hans L'Orange Neighborhood Park when used for special events.

"Park use permit" means a department document granting a person permission to use recreational and other areas and facilities under the control, maintenance, management and operation of the department.

"Participant" means an individual who participates, shares or takes part in the special event, but excludes any sponsor, promoter, exhibitor, tournament director, permittee, spectator, and their employees, agents, contractors, consultants and invitees.

"Patsy T. Mink Central Oahu Regional Park" or "CORP" means the property located at 94-801 Kamehameha Highway, Waipahu, Hawaii 96797.

"Permittee" means a person, including the person's employees, agents, and representatives, who is granted a park use permit for the purpose of conducting a special event.

"Person" means an individual, corporation, government, or governmental subdivision or agency, business trust, estate, trust, partnership, association, or any other legal entity.

"Resident" means an individual who lives in the State and has a fixed

place of residence in this State, with the present intent of maintaining a permanent home in this State for the indefinite future. "Resident" shall include a student of any institution of learning who is claimed as a dependent of a resident.

"ROH" means the Revised Ordinances of Honolulu 1990, as amended.

"Soccer stadium" means the open-air sports arena located at Waipio Peninsula Soccer Park.

"Special event" means (1) an athletic practice involving professional teams, collegiate teams, national amateur teams, or for-profit organizations; (2) an athletic event involving professional teams, collegiate teams, national amateur teams, or for-profit organizations; (3) an athletic tournament; (4) an international, national or regional event; or (5) an entertainment event.

"Special event manager" means a person having possession, custody, or managerial control of the special event and all equipment and temporary structures at any location whether as owner, lessee, agent, or otherwise. The special event manager may be the league director, sponsor, tournament director, or other person who obtains a park use permit for the purpose of conducting a special event.

"State" means the State of Hawaii.

"Swimming complex" means the Veterans Memorial Aquatic Center located at the Patsy T. Mink Central Oahu Regional Park.

"Temporary concession" means a temporary grant to a person of the privilege to conduct operations essentially retail in nature, involving the sale of goods, wares, merchandise or services to the general public, in or on land or buildings operated or managed by the department.

"Temporary refreshment concession" means a temporary concession that provides only food and beverages.

"Tennis complex" means the tennis facility located at the Patsy T. Mink Central Oahu Regional Park. "Tournament" means a sporting competition in which contestants play a series of games to decide the winner, including league games.

"Type I activity" means a special event organized and conducted by the City.

"Type II activity" means a special event which is City co-sponsored and which does not generate revenue, including but not limited to revenue from admission fees, registration fees, participation fees, but excluding revenue generated from temporary refreshment concessions.

"Type II(R) activity" means a special event which is City co-sponsored and which generates revenue including but not limited to revenue from admission fees, registration fees, participation fees, or temporary concessions.

"Type III (A) activity" means a special event which does not generate revenue, including but not limited to revenue from donations, sales, admission fees, registration or participation fees, but excluding revenue generated from temporary refreshment concessions, and for which a majority of the participants are resident adults.

"Type III (Y) activity" means a special event which does not generate revenue, including but not limited to revenue from donations, sales, admission fees, registration fees, or participation fees, but excluding revenue generated from temporary refreshment concessions, and for which a majority of the participants are resident youth.

"Type III (NR-A) activity" means a special event which does not generate revenue, including but not limited to revenue from donations, sales, admission fees, registration fees or participation fees but excluding revenue generated from temporary refreshment concessions, and for which a majority of the participants are non-resident adults.

"Type III (NR--Y) activity" means a special event which does not generate revenue, including but not limited to revenue from donations, sales admission fees, registration fees or participation fees, but excluding revenue generated from temporary refreshment concessions, and for which a majority of the participants are non-resident youth.

"Type IV (A) activity" means a special event which generates revenue, including but not limited to revenue from donations, sales, admission fees, registration fees, participation fees or temporary concessions and for which a majority of participants are resident adults.

"Type IV (Y) activity" means a special event which generates revenue, including but not limited to revenue from donations, sales, admission fees, registration fees, participation fees or temporary concessions and for which a majority of the participants are resident youth.

"Type IV (NR-A) activity" means a special event which generates revenue, including but not limited to revenue from donations, sales, admission fees, registration fees, participation fees or temporary concessions and for which a majority of participants are non-resident adults.

"Type IV (NR-Y) activity" means a special event which generates revenue, including but not limited to revenue from donations, sales, admission fees, registration fees or participation fees and for which a majority of the participants are non-resident youth.

"Type V activity" means a special event organized and sponsored by a resident or a domestic entity for the purpose of carrying on a profit-making enterprise.

"Type V (NR) activity" means a special event organized and sponsored by a non-resident or foreign entity for the purpose of carrying on a profit-making enterprise.

"Waipio Peninsula Soccer Park" or "WPSP" means the soccer facility located at 93-061 Waipio Point Access Road, Waipahu, Hawaii 96797.

"Youth" means any individual who is 19 years of age or younger. [Eff JUL 02 2010] (Auth: RCH §6-1403, ROH §10-2.12) (Imp: ROH §§10-1.3, 10-2.12)

SUBCHAPTER 2

SPECIFIC PROVISIONS

§19-9-4 Permit application. (a) Any person requesting a permit to conduct a special event at a park shall submit a permit application to the department, District V Office, 94-801 Kamehameha Highway, Waipahu 96797. The permit application shall including the following information:

- (1) Name and address of the person applying for the permit and the name and address of the special event manager for the applicant;
- (2) Name and address of the person sponsoring the special event;
- (3) A detailed description of the special event, including a description of the age groups of the participants;

- (4) The days and hours for which the permit is requested;
- (5) The park or recreational facility or portion thereof for which the permit is requested;
- (6) An estimate of the number of spectators anticipated to attend the special event;
- (7) The number of participating teams;
- (8) The number of participants in the special event;
- (9) A breakdown of the number of resident and non-resident participants;
- (10) A statement of the equipment or facilities to be used;
- (11) A listing of all fees and charges to be collected from participants, including admission, registration, and participation fees;
- (12) A listing of all proposed concessions including a listing of all merchandise, food, and beverages to be sold;
- (13) The applicable federal, state, and county identification numbers; and
- (14) Other information required by the permit application form.

(b) Applicant shall submit an application for temporary concession, if applicable, pursuant to ROH section 28-3.3, as amended.

(c) Applicant shall obtain applicable department of health authorizations, including a temporary food establishment permit, if food or beverages are to be distributed or sold.

(d) Applicant shall obtain permits from the Honolulu fire department, including, if applicable, places of assembly permit and tents, air supported and temporary structures permit, pursuant to ROH articles 25 and 32, as amended

(e) No permit shall be issued until the department receives a copy of the temporary building permit, department of health authorization, the Honolulu fire department permits, and temporary concession permit, if applicable.

(f) The department may require applicant to provide documentary proof of residency of the applicant and participants in support of the permit application, to include the following:

- (1) Current State driver's license;
- (2) Current year's State income tax return;
- (3) Last year's State income tax return;
- (4) Current State voter registration certificate; or
- (5) Current State real estate property tax assessment.

(g) Applicants shall submit a financial statement in the form attached hereto as Attachment F of receipts and expenses of the special event, no later than thirty (30) days prior to the start date of the special event. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH gl-9.1) (Imp: ROH §§10-1.2, 10-1.3)

§19-9-5 Permit Procedure. (a) Requests for use of a park for type I or type II activities shall take priority over requests for use of a park for type III, IV and V activities.

(b) If more than one person applies for the use of a park for the same time period, priority as to use will be given on the basis of the first written application received by the department, on a first-come first-served basis.

(c) The department will not accept any permit application submitted more than one year in advance of the requested date of the special event.

(d) Permit applications shall be submitted no later than six months prior to the month the special event is to be held, except that the director may, in the director's discretion and if consistent with purposes of these rules and in the public interest, modify the time period for submittal of the permit application.

(e) The director shall, without unreasonable delay and provided an application is submitted with reasonable timeliness and applicant has met all permit requirements, including payment of all fees, deposits, submittal and completion of all forms and attachments, and provisions of insurance, issue a permit on proper application, unless:

(1) A prior application for a permit for the same time and place has been made that has been or will be granted; or

(2) The park or recreational facilities are closed or will be closed because of damages, or because of scheduled or ongoing construction, repairs or maintenance activities; or

(3) It reasonably appears that the special event will present a clear and present danger to the public health or safety; or

(4) The special event is of such nature or duration that it cannot reasonably be accommodated in the particular location applied for, considering such things as probable damage to the park's resources or facilities, interference with program activities, interference or conflict with the public's general use and enjoyment of the particular park area applied for, impairment of the operation of the public's use of facilities or services of county concessionaires or contractors.

(f) If a permit is denied, the applicant shall be informed in writing no earlier than two weeks after the application is denied, with the reason(s) for the denial set forth. The applicant shall have five (5) days in which to address the reason(s) for the denial and to propose an appropriate remedy for review and approval by the director.

(g) A permit may be revoked under any of the conditions listed in subsection (e) that constitute grounds for the denial of a permit. Such revocation shall be in writing, with the reason(s) for revocation clearly set forth, except under emergency circumstances, when an immediate verbal revocation or suspension of the permit may be made, to be followed by written confirmation within seventy-two hours.

(h) Violation of the terms and conditions of a permit issued in accordance with this section may result in the revocation of the permit after permittee has been given written notice of the violation and provided an opportunity to correct the violation. Upon revocation of a permit, permittee shall not be allowed to apply for a permit for a special event for a period of ones from the date of the permit revocation. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH 510-2.12) (Imp: ROH 5510-1.2, 10-1.3)

§19-9-6 Hours of Operation. No special event shall operate between the hours of 10:00 p.m. and 8:00 a.m. of the following morning. The director may, in the director's discretion and if consistent with the purposes of these rules and in the public interest, extend the hours of operation. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §10-2.12) (Imp: ROH 5510-1.2, 10-1.3)

§19-9-7 Insurance. Persons using a park for a special event shall be required to obtain insurance. Permittee shall present to the department a certificate for comprehensive general liability insurance, including products liability and a copy of the insurance policy, if requested by the city risk manager, naming the City and County of Honolulu as additional insured, with minimum coverage of bodily injury \$500,000 per occurrence, property damage \$25,000 per occurrence, and including product liability with the total coverage of \$1,000,000 per occurrence. Such policy or policies shall be placed with a company with an A.M. Best rating of A, Class 7, or better. Said coverage shall commence from the event equipment set up date to the completion of the take down and removal of all equipment. If at any time in the judgment of the city risk manager said policies and/or coverage are not sufficient for any cause or reason, the city risk manager may require the permittee to replace said policies and/or coverages within five days with other policies and/or coverages acceptable in accordance with this section. If said permittee fails to replace said policies within said period, the permittee's permit shall be, by such failure, automatically suspended until such time said requirement is complied with, and the director or his designated representative is hereby authorized to halt the activities of the permittee and enforce such suspension after receiving written notice from the city risk manager that said policies and/or coverage have not been replaced with good and sufficient policies and/or coverage. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §101CI.2, 10-1.3)

§19-9-8 Fee Schedule. (a) Fees shall be charged for the use of parks for special events by persons desiring to engage in type II, type TI(R), type III(A), type III(Y), type III(NR-A), type III(NR-Y), type IV(A), type IV(Y), type IV(NR-A), type IV(NR-Y), type V and type V(NR). Fees shall be charged in accordance with the fee schedule attached hereto and incorporated herein as Exhibits "A" -"E". Such fees shall be paid at the time of application for the permit.

(b) A special event which generates revenue may qualify as a type III activity, provided that the applicant provides the director with verifiable documentation confirming that all revenues collected will be used solely to offset the operating expenses of the special event, including but not limited to payment for equipment, insurance, officiating costs, permit fees, and security costs. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3)

§19-9-9 Custodial Deposits. (a) A custodial deposit shall be required for use of parks by an applicant desiring to engage in type II(R), type III(A), type III(Y), type III(NR-A), type III(NR-Y), type IV(A), type IV(Y), type IV(NR-A), type IV(NR-Y), type V and type V(NR) activities.

(b) The custodial deposit shall serve as security for the cleaning and repairing and restoration of the park from any damage resulting from the special event.

(c) The custodial deposit may be paid at the time of application for the permit, but shall be paid prior to the issuance of the permit.

(d) Failure to pay the custodial deposit shall result in the immediate cancellation or denial of the permit.

(e) Custodial deposits shall be refundable within twenty-one days after the special event, upon determination by the director that the cleaning and restoration of the park has been satisfactorily performed.

(f) Custodial deposits shall be forfeited to the department if restoration is not completed within the time provided or identified in the permit. If the permit holder does not satisfactorily clean and restore the park, the department shall perform the necessary cleaning and restoration, deduct the cost of the cleaning and restoration from the deposit and recover by legal means available, any cost in excess of said deposit.

(g) The director may, in the director's discretion, waive the custodial deposit requirement if the waiver is consistent with the purposes of these rules, in the public interest and there is a written commitment by the permittee that clean-up and restoration of the facilities will be completed fully and within the time period established by the department.

(h) The amount of custodial deposit shall be based upon the number of anticipated persons attending the special event, including participants and spectators, as follows:

<u>Event Group Size</u>	<u>Deposit</u>
100 to 249 persons	\$200.00
250 to 499 persons	\$400.00
500 to 999 persons	\$800.00
1,000 to 2,499 persons	\$1,200.00
2,500 to 4,999 persons	\$2,000.00
5,000 or more persons	\$4,000.00

(i) In addition to assessment of a custodial deposit, an applicant who receives written authorization from the director to drive a motor vehicle on grassed areas shall be assessed an additional deposit of \$250.00 payable prior to issuance of the permit. This deposit shall be in addition to the custodial deposit and shall be forfeited or refunded in accordance with the procedures governing custodial deposits. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3)

§19-9-10 Vehicular traffic, parking, and security. Permittee shall hire special duty Honolulu police department officers or other security personnel to control and restrict vehicular traffic for the special event, to control parking, and to maintain crowd control. Only emergency and maintenance vehicles shall be allowed on the special event grounds. Parking on grassed areas shall not be allowed without written authorization from the director. In addition, it shall be the responsibility of the permittee and special event manager to provide adequate equipment barricades and security guards for safety purposes and securing of all materials, supplies, equipment and personal property of the permittee and special event manager. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1)
(Imp: ROH §§10-1.2, 10-1.3)

§19-9-11 Set-up. Permittee shall use licensed electricians and licensed plumbers for all electrical or plumbing hookups and repairs, as the case may be. All structures shall be designed, constructed and

installed in compliance with Chapter 250 of Title 12 of the Hawaii Administrative Rules, as amended. All electrical wiring, equipment, and apparatus for the event or for lighting shall be properly and legally installed, operated, and maintained as required in Chapter 250 of Title 12 of the Hawaii Administrative Rules, as amended. Elevated power lines crossing access or other roads within the grounds of the event shall be so suspended as to provide a minimum vertical clearance of 12 feet (3.6 m) from the road surface and a minimum horizontal clearance of 3 feet (90 cm) from each side of the normal passage of vehicles. Wiring laid on or under surfaces traversed by vehicular or pedestrian traffic shall be adequately protected against wear and abrasion. Permittee shall also arrange for pickup and removal of all trash. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3)

§19-9-12 Restroom facilities. (a) Permittee shall provide portable toilets at locations where public restrooms are not available or where existing restrooms are determined by the director to be inadequate for the estimated number of attendees. When public restrooms are not available, permittee shall provide a minimum of one male and one female portable toilet for every 500 attendees. Where public restrooms are available, the organization shall provide one male and one female portable toilet for every 1000 attendees if it is determined by the director that the public restrooms are inadequate for the estimated number of attendees. Permittee shall provide at least 5% but no less than one ADA accessible portable toilet where portable toilets are clustered at a single location, or a minimum of one ADA accessible portable toilet for every ten non-ADA accessible portable toilets, whichever is greater. In lieu of standard non-accessible portable toilet, permittee may, at its option, provide trailers containing flushing toilets and/or urinals which meet the non-accessible portable toilet minimum requirements.

(b) Permittee shall maintain the portable toilets in a clean and sanitary condition. Portable toilets shall be serviced before the start of each special event day. Permittee shall ensure that the portable toilets are accessible to the service contractor and that the access to the portable toilets is not blocked.

(c) Permittee shall be responsible to assist with custodial services to the restrooms at the special event site. Supplies shall be provided by the department. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3)

§19-9-13 Financial report. Permittee shall be required to furnish the department with a treasurer's detailed financial report (Profit and Loss Statement and Balance Sheet) no later than sixty (60) days after the special event. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3)

§19-9-14 Permit provisions. All permits for special events shall be subject to the following provisions:

- (1) Permits shall not be transferred, assigned, sold or otherwise transferred;
- (2) Permittee shall not grant use of all or any portion of the park premises to any person other than to an agent, contractor,

- consultant, employee or representative of the permittee in conjunction with the special event;
- (3) Permits shall be site and use specific;
 - (4) Persons to which permits are issued are bound by the permit conditions stipulated on or attached to the permit;
 - (5) Permittee shall comply with all applicable laws, rules and regulations of the federal, state, and county governments. Issuance of a permit is not a grant of any other approvals that may be required of the permittee for the permitted activity, nor does a permit exempt the permittee or the permitted activity from any applicable laws, rules, ordinances, and regulations of any federal, state, or county governments;
 - (6) Permittee shall have the permit at the park and produce it upon request by the department;
 - (7) Permittee shall not set up any equipment or structures, including but not limited to tents, booths, exhibits, onto the park grounds prior to receipt of a park use permit;
 - (8) Permittee shall be responsible for monitoring and controlling noise levels generated by the event, loudspeaker systems and other equipment in order to comply with HRS Chapter 342F, and ROH Section 10-1.2(b) (8), as amended;
 - (9) Permittee shall be responsible for the cleanup and hauling away, and any costs associated therewith, of any trash resulting from the special event. All trash from the special event shall be cleaned up within 24 hours after the last day of the special event in order to ensure that the trash is not dispersed throughout the park and neighboring communities.
 - (10) Any damages to utilities, facilities, and grounds shall be repaired by the permittee, include damage to sprinkler, water, and electrical lines, to the satisfaction of the department and completed within seven calendar days after the special event closes;
 - (11) The issuance of a permit shall not constitute a vested property interest, but a privilege granted for the use of the park premises for a specified activity and time period;
 - (12) Permits are not automatically renewable. Granting of a permit does not entitle the permittee to re-issuance of the permit; and
 - (13) The permit may contain additional conditions as deemed necessary for the protection of park property and the health, safety, and convenience of the general public, to include requiring permittee to provide additional portable toilet facilities, restroom maintenance, parking attendants, and police security. The permit may also contain reasonable limitations on equipment to be used and the time and area within which the event is allowed. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3)

§19-9-15 Waiver. The director may, in the director's discretion and if consistent with the purposes of this chapter and in the public interest and of benefit to the City, waive any rule or procedure or reduce the fees set forth in this chapter. All waiver requests shall be submitted in writing to the director no later than thirty (30) days prior to the

requested date of the special event. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3, 10-2.12)

§19-9-16 Refund Policy. In instances when a permitted event is cancelled, a refund request must be made in writing to the department no later than 90 days prior to the event for full refund. Refund requests submitted less than 90 days prior to the scheduled event may only be granted if the Director or his designated representative determines that the permitted event was cancelled as a result of:

- (1) Inclement weather including high winds, heavy rain or other conditions which makes the park site unusable for the permitted event or activity;
- (2) Park site or facility closure by the Department due to emergency conditions, such as fire, flooding, or other natural disaster, or safety and health concerns; or
- (3) Equipment malfunction or failure such as utilities, filtration pool pumps. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3, 10-2.12)

§19-9-17 Indemnification. Prior to issuance of a permit, permittee shall execute an indemnity agreement with the City providing that permittee assumes all risks of personal injury or wrongful death and of loss or damage to property by whomsoever owned, arising out of or in connection with permittee's use of the public facilities under such permit; and that permittee agrees to indemnify, hold harmless and defend the City against any claim, cause of action, liability, loss, damage, cost or expense for bodily injury, wrongful death, or property damage, arising or resulting from permittee, its agents, employees, contractors, or invitees use of the public facilities under such permit, as well as any breach of regulations or ordinances, except where such injury, death, or property damage is caused by the willful act or gross negligence of the city. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3)

§19-9-18 Violation. Any person violating any provision of this chapter shall be subject to the penalties provided in section 19-9-5 herein, and sec, tom.5, 10-1.3(c) and 10-1.6, ROH, as amended. [Eff JUL 02 2010] (Auth: RCH §4-105; ROH §1-9.1) (Imp: ROH §§10-1.2, 10-1.3)

§19-9-19 Severability. If any chapter, section, subsection, sentence, clause, phrase, or portion of these rules is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof. [Eff JUL 02 2010] (Auth: RCH §4-105, ROH §1-9.1)

DEPARTMENT OF PARKS AND RECREATION

The Rules, Regulations, Charges and Fees for Use of Recreational

Facilities Special Events which were adopted on JUL 02 2010, following a public hearing held on February 3, 2010, after public notice was given on January 2, 2010, in the Honolulu Star Bulletin.

This chapter shall take effect ten (10) days after filing with the Office of the City Clerk.

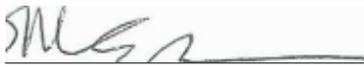
DEPARTMENT OF PARKS AND RECREATION

CITY AND COUNTY OF HONOLULU



LESTER K. C. CHANG Director

APPROVED AS TO FORM AND LEGALITY:



Deputy Corporation Counsel

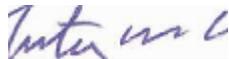
APPROVED this 22nd day of
June, 2010.



MUFI HANNEMANN, Mayor
City and County of Honolulu

CERTIFICATION

I, LESTER K. C. CHANG, in my capacity as Director of the Department of Parks and Recreation, City and County of Honolulu, do hereby certify that the foregoing is a full, true and correct copy of the Rules, Regulations, Charges and Fees for Use of Recreational Facilities For Special Events, which were adopted on JUL 02 2010 following a Public Hearing held on February 3, 2010, after public notice was given on January 2, 2010, in the Honolulu Star Bulletin.



LESTER K. C. CHANG, Director

Received this 22nd day of
June, 2010.



Bernice K. N. Mau, City Clerk

Fee schedule for Waipio Peninsula Soccer Park (WPSP), Patsy T. Mink Central Oahu Regional Park (CORP), and Hans L'Orange Neighborhood Park (HLNP)

Ballfields at WPSP, CORP, or HLNP

		Fees per hour, per field	
Type I	\$0	7 a.m.–5 p.m.	\$15
Type II	\$0	Fri, Sat, Sun, or Holidays	
Type II (R)		5 p.m.–10 p.m. [Lighted]	\$23
Mon, Tue, Wed, Thu, or Fri		Type IV (NR-A)	
7 a.m.–5 p.m.	\$5	Mon, Tue, Wed, Thu, or Fri	
Mon, Tue, Wed, or Thu		7 a.m.–5 p.m.	\$12
5 p.m.–10 p.m. [Lighted]	\$10	Mon, Tue, Wed, or Thu	
Sat, Sun, or Holidays		5 p.m.–10 p.m. [Lighted]	\$32
7 a.m.–5 p.m.	\$10	Sat, Sun, or Holidays	
Fri, Sat, Sun, or Holidays		7 a.m.–5 p.m.	\$40
5 p.m.–10 p.m. [Lighted]	\$15	Fri, Sat, Sun, or Holidays	
Type III (A)		5 p.m.–10 p.m. [Lighted]	\$60
Mon, Tue, Wed, Thu, or Fri		Type IV (NR-Y)	
7 a.m.–5 p.m.	\$3	Mon, Tue, Wed, Thu, or Fri	
Mon, Tue, Wed, or Thu		7 a.m.–5 p.m.	\$10
5 p.m.–10 p.m. [Lighted]	\$8	Mon, Tue, Wed, or Thu	
Sat, Sun, or Holidays		5 p.m.–10 p.m. [Lighted]	\$24
7 a.m.–5 p.m.	\$8	Sat, Sun, or Holidays	
Fri, Sat, Sun, or Holidays		7 a.m.–5 p.m.	\$30
5 p.m.–10 p.m. [Lighted]	\$10	Fri, Sat, Sun, or Holidays	
Type III (Y)		5 p.m.–10 p.m. [Lighted]	\$45
Mon, Tue, Wed, Thu, or Fri		Type V	
7 a.m.–5 p.m.	\$2	Mon, Tue, Wed, Thu, or Fri	
Mon, Tue, Wed, or Thu		7 a.m.–5 p.m.	\$15
5 p.m.–10 p.m. [Lighted]	\$6	Mon, Tue, Wed, or Thu	
Sat, Sun, or Holidays		5 p.m.–10 p.m. [Lighted]	\$35
7 a.m.–5 p.m.	\$6	Sat, Sun, or Holidays	
Fri, Sat, Sun, or Holidays		7 a.m.–5 p.m.	\$50
5 p.m.–10 p.m. [Lighted]	\$8	Fri, Sat, Sun, or Holidays	
Type III (NR-A)		5 p.m.–10 p.m. [Lighted]	\$75
Mon, Tue, Wed, Thu, or Fri		Type V (NR)	
7 a.m.–5 p.m.	\$6	Mon, Tue, Wed, Thu, or Fri	
Mon, Tue, Wed, or Thu		7 a.m.–5 p.m.	\$30
5 p.m.–10 p.m. [Lighted]	\$16	Mon, Tue, Wed, or Thu	
Sat, Sun, or Holidays		5 p.m.–10 p.m. [Lighted]	\$70
7 a.m.–5 p.m.	\$16	Sat, Sun, or Holidays	
Fri, Sat, Sun, or Holidays		7 a.m.–5 p.m.	\$100
5 p.m.–10 p.m. [Lighted]	\$20	Fri, Sat, Sun, or Holidays	
Type III (NR-Y)		5 p.m.–10 p.m. [Lighted]	\$150
Mon, Tue, Wed, Thu, or Fri			
7 a.m.–5 p.m.	\$5	Key: See §19-9-3 for more complete definitions:	
Mon, Tue, Wed, or Thu		Type I - event organized and conducted by the	
5 p.m.–10 p.m. [Lighted]	\$12	City & County of Honolulu.	
Sat, Sun, or Holidays		Type II - event open to the public and co-sponsored by	
7 a.m.–5 p.m.	\$12	the City & County of Honolulu.	
Fri, Sat, Sun, or Holidays		Type II (R) - same as above and which generates	
5 p.m.–10 p.m. [Lighted]	\$15	revenue.	
Type IV (A)		Type III - event does not generate revenue.	
Mon, Tue, Wed, Thu, or Fri		Type III (A) - event for adults.	
7 a.m.–5 p.m.	\$6	Type III (Y) - event for youth 19 yrs & under.	
Mon, Tue, Wed, or Thu		Type III (NR-A) - event for non-resident adults.	
5 p.m.–10 p.m. [Lighted]	\$16	Type III (NR-Y) - event for non-resident youth	
Sat, Sun, or Holidays		19 years & under.	
7 a.m.–5 p.m.	\$20	Type IV - event which generates revenue.	
Fri, Sat, Sun, or Holidays		Type IV (A) - event for adults.	
5 p.m.–10 p.m. [Lighted]	\$30	Type IV (Y) - event for youth 19 yrs & under.	
Type IV (Y)		Type IV (NR-A) - event for non-resident adults.	
Mon, Tue, Wed, Thu, or Fri		Type IV (NR-Y) - event for non-resident youth	
7 a.m.–5 p.m.	\$5	19 years & under.	
Mon, Tue, Wed, or Thu		Type V - activity for the purpose of carrying on a	
5 p.m.–10 p.m. [Lighted]	\$12	profit-making enterprise.	
Sat, Sun, or Holidays		Type V (NR) - same as above for non-residents.	

Fee schedule for Waipio Peninsula Soccer Park (WPSP), Patsy T. Mink Central Oahu Regional Park (CORP), and Hans L'Orange Neighborhood Park (HLNP)

Swimming Complex at CORP

	Fees per hour, per lane	
Type I	\$0	7 a.m.–5 p.m.
Type II	\$0	Fri, Sat, Sun, or Holidays
Type II (R)		5 p.m.–10 p.m. [Lighted]
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.	\$20	
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]	\$25	
Sat, Sun, or Holidays		
7 a.m.–5 p.m.	\$30	
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]	\$35	
Type III (A)		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.	\$1	
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]	\$2	
Sat, Sun, or Holidays		
7 a.m.–5 p.m.	\$3	
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]	\$4	
Type III (Y)		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.	\$1	
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]	\$2	
Sat, Sun, or Holidays		
7 a.m.–5 p.m.	\$2	
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]	\$3	
Type III (NR-A)		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.	\$2	
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]	\$4	
Sat, Sun, or Holidays		
7 a.m.–5 p.m.	\$6	
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]	\$8	
Type III (NR-Y)		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.	\$2	
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]	\$3	
Sat, Sun, or Holidays		
7 a.m.–5 p.m.	\$5	
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]	\$6	
Type IV (A)		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.	\$20	
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]	\$25	
Sat, Sun, or Holidays		
7 a.m.–5 p.m.	\$30	
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]	\$35	
Type IV (Y)		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.	\$15	
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]	\$19	
Sat, Sun, or Holidays		
Type IV (NR-A)		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.		
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]		
Sat, Sun, or Holidays		
7 a.m.–5 p.m.		
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]		
Type IV (NR-Y)		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.		
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]		
Sat, Sun, or Holidays		
7 a.m.–5 p.m.		
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]		
Type V		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.		
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]		
Sat, Sun, or Holidays		
7 a.m.–5 p.m.		
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]		
Type V (NR)		
Mon, Tue, Wed, Thu, or Fri		
7 a.m.–5 p.m.		
Mon, Tue, Wed, or Thu		
5 p.m.–10 p.m. [Lighted]		
Sat, Sun, or Holidays		
7 a.m.–5 p.m.		
Fri, Sat, Sun, or Holidays		
5 p.m.–10 p.m. [Lighted]		

Key: See §19-9-3 for more complete definitions:
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 Type II (R) - same as above and which generates revenue.
 Type III - event does not generate revenue.
 Type III (A) - event for adults.
 Type III (Y) - event for youth 19 yrs & under.
 Type III (NR-A) - event for non-resident adults.
 Type III (NR-Y) - event for non-resident youth 19 years & under.
 Type IV - event which generates revenue.
 Type IV (A) - event for adults.
 Type IV (Y) - event for youth 19 yrs & under.
 Type IV (NR-A) - event for non-resident adults.
 Type IV (NR-Y) - event for non-resident youth 19 years & under.
 Type V - activity for the purpose of carrying on a profit-making enterprise.
 Type V (NR) - same as above for non-residents.

Fee schedule for Waipio Peninsula Soccer Park (WPSP), Patsy T. Mink Central Oahu Regional Park (CORP),
and Hans L'Orange Neighborhood Park (HLNP)

Other Park Facilities at WPSP, CORP, or HLNP

Fees per hour, per facility	
Type I	\$0 7 a.m.–5 p.m. \$15
Type II	\$0 Fri, Sat, Sun, or Holidays
Type II (R)	5 p.m.–10 p.m. [Lighted] \$19
Mon, Tue, Wed, Thu, or Fri	
7 a.m.–5 p.m.	Type IV (NR-A)
Mon, Tue, Wed, or Thu	Mon, Tue, Wed, Thu, or Fri
5 p.m.–10 p.m. [Lighted]	7 a.m.–5 p.m. \$20
Sat, Sun, or Holidays	Mon, Tue, Wed, or Thu
7 a.m.–5 p.m.	5 p.m.–10 p.m. [Lighted] \$30
Fri, Sat, Sun, or Holidays	Sat, Sun, or Holidays
5 p.m.–10 p.m. [Lighted]	7 a.m.–5 p.m. \$40
	Fri, Sat, Sun, or Holidays
Type III (A)	5 p.m.–10 p.m. [Lighted] \$50
Mon, Tue, Wed, Thu, or Fri	
7 a.m.–5 p.m.	Type IV (NR-Y)
Mon, Tue, Wed, or Thu	Mon, Tue, Wed, Thu, or Fri
5 p.m.–10 p.m. [Lighted]	7 a.m.–5 p.m. \$19
Sat, Sun, or Holidays	Mon, Tue, Wed, or Thu
7 a.m.–5 p.m.	5 p.m.–10 p.m. [Lighted] \$23
Fri, Sat, Sun, or Holidays	Sat, Sun, or Holidays
5 p.m.–10 p.m. [Lighted]	7 a.m.–5 p.m. \$30
	Fri, Sat, Sun, or Holidays
Type III (Y)	5 p.m.–10 p.m. [Lighted] \$37
Mon, Tue, Wed, Thu, or Fri	
7 a.m.–5 p.m.	Type V
Mon, Tue, Wed, or Thu	Mon, Tue, Wed, Thu, or Fri
5 p.m.–10 p.m. [Lighted]	7 a.m.–5 p.m. \$20
Sat, Sun, or Holidays	Mon, Tue, Wed, or Thu
7 a.m.–5 p.m.	5 p.m.–10 p.m. [Lighted] \$30
Fri, Sat, Sun, or Holidays	Sat, Sun, or Holidays
5 p.m.–10 p.m. [Lighted]	7 a.m.–5 p.m. \$40
	Fri, Sat, Sun, or Holidays
Type III (NR-A)	5 p.m.–10 p.m. [Lighted] \$50
Mon, Tue, Wed, Thu, or Fri	
7 a.m.–5 p.m.	Type V (NR)
Mon, Tue, Wed, or Thu	Mon, Tue, Wed, Thu, or Fri
5 p.m.–10 p.m. [Lighted]	7 a.m.–5 p.m. \$40
Sat, Sun, or Holidays	Mon, Tue, Wed, or Thu
7 a.m.–5 p.m.	5 p.m.–10 p.m. [Lighted] \$60
Fri, Sat, Sun, or Holidays	Sat, Sun, or Holidays
5 p.m.–10 p.m. [Lighted]	7 a.m.–5 p.m. \$80
	Fri, Sat, Sun, or Holidays
Type III (NR-Y)	5 p.m.–10 p.m. [Lighted] \$100
Mon, Tue, Wed, Thu, or Fri	
7 a.m.–5 p.m.	
Mon, Tue, Wed, or Thu	
5 p.m.–10 p.m. [Lighted]	
Sat, Sun, or Holidays	
7 a.m.–5 p.m.	
Fri, Sat, Sun, or Holidays	
5 p.m.–10 p.m. [Lighted]	
Type IV (A)	
Mon, Tue, Wed, Thu, or Fri	
7 a.m.–5 p.m.	
Mon, Tue, Wed, or Thu	
5 p.m.–10 p.m. [Lighted]	
Sat, Sun, or Holidays	
7 a.m.–5 p.m.	
Fri, Sat, Sun, or Holidays	
5 p.m.–10 p.m. [Lighted]	
Type IV (Y)	
Mon, Tue, Wed, Thu, or Fri	
7 a.m.–5 p.m.	
Mon, Tue, Wed, or Thu	
5 p.m.–10 p.m. [Lighted]	
Sat, Sun, or Holidays	

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Type III (A) - event for adults.

Type III (Y) - event for youth 19 yrs & under.

Type III (NR-A) - event for non-resident adults.

Type III (NR-Y) - event for non-resident youth 19 years & under.

Type IV - event which generates revenue.

Type IV (A) - event for adults.

Type IV (Y) - event for youth 19 yrs & under.

Type IV (NR-A) - event for non-resident adults.

Type IV (NR-Y) - event for non-resident youth 19 years & under.

Type V - activity for the purpose of carrying on a profit-making enterprise.

Type V (NR) - same as above for non-residents.

CITY AND COUNTY OF HONOLULU - DEPARTMENT OF PARKS AND RECREATION

Note: Documents submitted will not be returned and are subject to Public disclosure pursuant to Chapter 92 Hawaii Revised Statutes.

Financial Statement of Receipts and Expenses

RECEIPTS (Revenue)

Print or type the below information

DESCRIBE & LIST ALL EVENT RELATED REVENUE

Amounts in \$ U.S. Dollars

R1
R2
R3
R4
R5
R6
R7
R8
R9

Sales

Donations

Fees

Other:

TOTAL

EXPENSES (Itemized)

DESCRIBE & LIST ALL EVENT RELATED EXPENSES

Amounts in \$ U.S. Dollars

E1
E2
E3
E4
E5
E6
E7
E8
E9

TOTAL

Net Income (loss) = line R9 less line E9

NET INCOME: PROFIT (LOSS)

CITY AND COUNTY OF HONOLULU DEPARTMENT OF PARKS AND RECREATION (*Print or type the below information*)

APPLICANT/ORGANIZATION: _____ DATE(S) : _____

EVENT (Name) : _____

TYPE OF EVENT: _____ PARK LOCATION: _____

I certify that the above information is true, complete, and correct to the best of my knowledge. I understand that any material misrepresentation or omission may result in the denial of any application and/or the revocation of any permit, submitted or issued on behalf of the named organization or individuals listed on this form.

Note: The above information is submitted on this date of:

Name (Print) / Signature Title / Organization