



SPECIAL EVENT REQUIREMENTS

Maui Mall Village has become a shopping and entertainment destination for families, and we are pleased to present the community with various types of entertainment featuring community choirs, bands, school groups, hula performances and more, and we are also excited about being a venue for some of Hawaii's most beloved and well-known entertainers that have become world-renowned award-winning professionals.

In advance, thank you for considering Maui Mall Village as a venue for your event or performance, and 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:

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

The event application and proposals can be emailed to the management office at info@mauimallvillage.com and attention: Marketing Department. Once received, your proposals will be reviewed, and you will be contacted. 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, MAHALO for your interest in performing or hosting your event at Maui Mall Village!



Rules & Regulations

Maui Mall Village (hereinafter referred to as “MMV”), is privately owned and strives to provide a modern, clean, comfortable, and safe place in which to conduct business. MMV recognizes that from time to time, various individuals and groups may desire to use the premises for activities. To accommodate such individuals and groups (hereinafter referred to as “Organization”) in a manner and to an extent consistent with the primary purpose of MMV, the following regulations for the use of MMV shall apply:

1. The event must be conducted within the area designated by MMV Management. MMV Management reserves the right to cancel or relocate the event at any time.
2. The Organization shall comply with all applicable laws and regulations in running the Event, including, but not limited to, laws and regulations implemented by the State and/or local governments as a result of the novel Coronavirus (COVID-19) pandemic or other pandemics. These Laws may include, but are not limited to, the use of personal protective equipment and/or face coverings and following social distancing guidelines.
3. The Organization shall not obstruct or block any entrances to MMV merchant premises and shall submit for approval a lay-out of the event showing the proposed areas of use, including placement of props, chairs, tables, banners, food stations, etc. If the event restricts access to or detrimentally affects the business of any MMC merchant, the Organization shall be required to “buy-out” said merchant (for the period of the event), at a mutually agreed upon price between the Organization and the affected MMV merchant(s).
4. Use of the area shall be permitted only for the specific organization listed, for the specific date(s) and time(s) shown. This permit may be terminated upon thirty (30) days written notice by either party.
5. The Organization shall secure any and all governmental approvals and required permits and provide MMV Management with a copy of the same within 48 hours prior to the date and starting time of the event.
6. All signs used to promote the event shall be professionally printed and shall be limited to a description of the nature of the activity, sponsoring group, date and time of the event and admission fee, if applicable. MMV Management must approve all signs and literature planned to be distributed on property prior to or during the event, in advance of printing. Signs and/or other advertising material that are not pre—approved will be removed.
7. The Organization shall be responsible for the removal of all approved signage and decorations displayed for the event and cleanup of the designated area(s). All disposable material and trash shall be deposited in the refuse dumpster(s) located in the loading dock area. Clean up of the event area(s) is required immediately upon completion of the activity.
8. MMV Management shall prepare the event area, if applicable, by removing any MMV furniture and equipment prior to the event and shall restore the area by replacing said furniture and equipment after the event at no cost to the Organization, provided no additional labor charges are incurred by MMV Management in so doing. If additional labor costs are incurred, the Organization shall be responsible for the payment of these additional costs.
9. The Organization must properly staff the activity area(s) at all times. Children must be supervised and under parental or supervisory control at all times.
10. The Organization shall not place any electrical wiring and/or cable of any kind on the ground. Only UL rated electrical cords are permitted and must be properly secured for safety.
11. MMV reserves the right to control the volume of sounds emitted by the proposed activity.
12. MMV assumes no responsibility for personal belongings, equipment, articles or materials used in the Organization’s activities pursuant to and in conjunction with this event.
13. The Organization is responsible for securing media coverage for the event at MMV, if applicable. MMV is not responsible for Organization’s advertising of its event(s) or activities conducted at MMV.
14. Security may be required for the basic reason of crowd control. The Organization shall be responsible for the payment of additional security officers for the event/activity, if so required.
15. Food and beverages other than those purchased at one of MMV tenants are not permitted to be distributed or sold at the event. Catering and other food services provided by any of the tenants of MMV are allowed. Alcoholic beverages/glassware are not permitted without prior approval by MMV Management.
16. No solicitation of funds shall be permitted. Religious proselytizing and political activities (petitioning, sign-waving, etc.) are not allowed at any time.
17. The MMV on-site representative shall have absolute authority to enforce all regulations governing activity including immediate cancellation and/or other remedies and retains all access rights to and through the designated event area.



Maui Mall Village
Application for Permit

INFORMATION FOR APPLICANTS

1. Any person or organization may apply for a stage activity within at the Maui Mall Village Management Office at 70 E. Kaahumanu Avenue, Kahului, HI 96732 during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. 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 within the Center.
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 (): _____

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 Date & Time: _____

Materials, Signs, and Other Objects to be used (see also pages 4-5 for elements available through Maui Mall Village):

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: _____



Maui Mall Village Event Element Request Form

Staging:

Maui Mall's Center Court staging is a fixed element, and the size and shape of the stage are not adjustable. Please indicate below what your staging needs are.

Table and Chairs:

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. Limited supplies are available.

Tables: _____

Chairs: _____

A Electrical Outlets:

Maui Mall provides you access to (1) 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 below 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:



**CERTIFICATE OF INSURANCE
INFORMATION SHEET**

Please provide a Certificate of Insurance with ALL of the following information. *

1. Name of Applicant's INSURANCE AGENCY & address
2. Name of APPLICANT & address
3. Name of Insurance Company providing for insurance claims

MAUI MALL VILLAGE REQUIRES:

1. COMPREHENSIVE GENERAL LIABILITY Insurance with minimum limits as follows: \$1,000,000 each occurrence, \$2,000,000 annual aggregate. **
2. The following shall be named as Additional Insured:

LIPT East Kaahumanu Avenue, LLC
LaSalle Investment Management, Inc.
Jones Lang LaSalle Americas, Inc., "Managing Agent"

3. The following shall be named as CERTIFICATE HOLDER:

LIPT East Kaahumanu Avenue, LLC
c/o Jones Lang LaSalle Americas, Inc.
70 E Kaahumanu Avenue
Kahului, HI 96732

AUTHORIZATION OF CERTIFICATE:

4. Your insurance agent should complete CANCELLATION portion and provide an AUTHORIZED SIGNATURE.

*Certificate of Insurance is due to Maui Mall Village Management Office two weeks prior to your event or your event is subject to cancellation.

**Comprehensive General Liability Insurance levels may vary depending on the nature of your event.