



PERMIT APPLICATION

Office Use Only

Active Net Reservation # _____

- Special Event / Tournament Community Class Camping
- General Use (Private parties, meetings, leagues-*indicate sport* : _____ , etc.)

Applicant: (Your name) _____ Email: _____

Organization: (If any) _____ May we email your permit should it be approved?
 Yes No

Daytime Phone: _____ After Hours Phone: _____

Mailing Address: _____

Activity (Event) Name: _____ Estimated Participants:
(May be indicated on attachment) _____

Requested Date(s): _____ Requested Time(s): _____
(May indicate additional dates on an attachment) _____
(May indicate additional times on an attachment) _____

Requested Location(s): _____
(List **all** sites being requested, including any additional parking requests. Indicate additional locations on attachment)

Request for use of facilities in multiple districts: (For this activity, select **all** districts for which you are requesting usage)

- Central Maui East Maui South Maui West Maui
- Hana - Maui Moloka'i Lana'i

From the following, select **all** items that apply to your proposed activity:

- Food and/or Beverage Consumption Alcohol / Liquor Consumption Open to the Public
- Food and/or Beverage Sales Alcohol / Liquor Sales (Dept. of Liquor Control permit required)
- Non-food Merchandise Sales Bouncers / Air Jumps / Slides Tents / Shade Structures
- Fees / Charges (Admission fees, participant/team fees, vendor/concessionaire fees, donations, etc.)

Any additional notes regarding your proposed activity: _____

***Additional information may be required. Please refer to page two (2) for the list of all attachments that must be included with the submission of this completed Permit Application.**

By signing below, I acknowledge that I have fully disclosed all the details of my proposed event. I understand that any changes to what I have represented to the County of Maui Department of Parks and Recreation (DPR) will require the completion of a new Permit Application. I also understand that DPR must determine whether the park/facility can accommodate my request and that submission of this application and required attachments does not guarantee approval of my request. In addition, I acknowledge that I have read and accept all the terms and conditions set forth in this Permit Application and all applicable sections of the Maui County Code.

(Applicant Name)

(Applicant Signature)

(Date)

LIST OF REQUIRED ATTACHMENTS

(Permit Applications that are submitted without all required attachments for that permit type will be considered incomplete and will not receive the initial review)

The following attachments are required for all permit types (except Camping):

- Preliminary Site Plan / Layout**
 - * To scale (Or clearly indicate if not to scale)
 - * Include measurements
 - * Indicate all structures, such as:
 - Tents, portable toilets, dumpsters, stage, etc.
 - * If race/walk: Depict course
(Also indicate course marshalls)
- Detailed Participant Information**
 - * Include the gender and age groups
 - * If tournament / league: Include number of teams and team names
- Preliminary Time Schedule**
 - * Include details, such as: set-up times, clean-up times, times of any deliveries (tents, portable luas, etc.)
 - * If ocean event: Indicate requested "rain out" date(s)
- Authorized Agent(s) Letter (For Organizations)**
 - * Must be signed by an officer of the organization
 - * Notary required
 - * Clearly state whether the agent(s) is authorized to sign on behalf of the organization
 - * Contact information for the authorized agent
(Phone number, email address and mailing address)

If applicable, the following attachments are also required:

- Letter of Request (If Government or Annual Event)**
 - * Addressed to DPR Director:
 - Ka'ala Buenconsejo
 - 700 Hali'a Nakoia Street, Unit 2
 - Wailuku, HI 96793
 - * Indicate scope/purpose of the event
 - * Include any requests of the department, such as:
 - Equipment, opening of gates, etc.
 - * If government event: Dept. or Division Head to sign
- Tentative Practice/Game Schedule (If League)**
 - * Include time(s), date(s) and location(s)
 - * Separate practices and games
- Detailed Fee/Charge Explanation**
 - * Indicate all fees/charges, such as:
 - Admission charges, participant/team fees, donations, vendor/concessionaire fees, registration fees, etc.
 - * Include amounts being charged for each charge type
- Equipment Rental Form**
 - * Used to request the rental of equipment, such as:
 - mobile stage, mobile bleacher, picnic tables, wooden stage platforms (4x8) / stairs
 - * Dependent upon availability ; limited quantities
- Camper / Vehicle / Tent Information (If Camping)**
 - * Indicate the total number of campers/licensed dogs
(Max: 6 per campsite)
 - * Include names and ages of all campers
(Dogs must be licensed - include license #)
 - * Include vehicle color, make, model and license plate #
 - * Indicate tent color(s)
- Event Coordinator Contact Information (If different from the applicant)**
 - * May be incorporated into **Authorized Agent(s) Letter**
 - * Include name, phone number(s), email address
- IRS 501(c) Determination Letter (If Non-Profit)**
 - * Must be in good standing with the IRS and the State of Hawaii (DCCA)
- Curfew Extension Request Form**
 - * Used to request usage of a facility beyond normal open hours
 - * Most facility hours are from 7:00 am-11:00 pm
- More Than Three (3) Consecutive Days Request Form**
 - * Used to request (non-revenue generating) usage of a facility for more than three (3) consecutive days
 - * Does not apply to camping permits