



Department of Parks & Recreation Special Events Permits Guide

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Special Events Permit Guide

Aloha!

Thank you for considering a County of Maui Department of Parks and Recreation (DPR) location for your upcoming special event.

A location or venue can be the most important factor in planning any event. All other planning is in some way based upon the location, whether it is size, scope, logistics, or other requirements. It is because of these important factors that DPR recommends obtaining a permit for the location as the first step of any special event.

DPR hosts a wide variety of events throughout all our park and recreational facilities including sporting events, festivals, ho'olaule'as, political fundraisers, fundraising activities and events held by non-profit organizations. We welcome new and returning events alike. This guidebook will walk you through our special event permit process and provide information, rules and regulations that are important in planning your event. Please read this carefully as it gets updated periodically and may be different from what you have received in the past.

Included at the end of this guidebook is a link for the DPR Permit Application. Permit applications can be accepted at the DPR Permit Office at the War Memorial Complex as well as at the district permit office in which the event is proposed. Please complete and return the Permit Application to the appropriate district permit office or send it by email to DPRPermits@mauicounty.gov. Remember to keep a copy of the permit application for your records and keep the guidebook so you can reference the information in it.

Our staff looks forward to working with you on creating a successful event with experiences and memories to last a lifetime!

Mahalo,

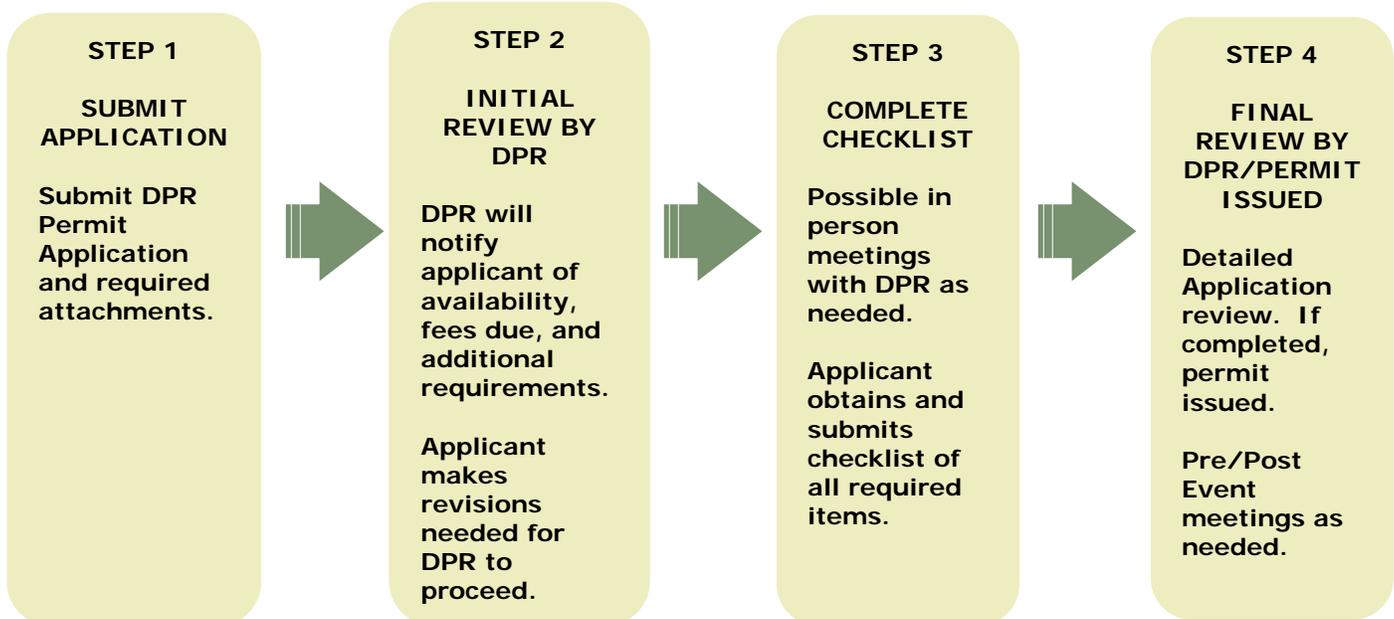
DEPARTMENT OF PARKS & RECREATION

Special Events Permits

A special event permit is issued for events, activities, fundraising activities, political fundraisers, or tournaments determined to require a permit, but which do not meet other permit requirements. A special event takes place in a park or recreational facility that is under the jurisdiction of DPR and is advertised or open to the general public. Examples of special events include festivals, fairs, and mass participation sports events such as walks or runs and spectator sports such as baseball/softball tournaments. There are exceptions to this, however these are the general guidelines.

The Process

The process for a Special Event Permit is:



STEP 1 – SUBMIT APPLICATION

Applications, with required attachments, may be submitted up to 1 year in advance to the DPR Permit Office or by email. Only completed applications will be accepted; “tentative reservations” will not be accepted. Due to high demand and limited facilities, applicants should submit their application as soon as they know the date of their event and they should ensure that the dates and times specified on the application are correct. Many large events require a longer period for the proper planning, preparation, and advertising necessary to enjoy success. Based on our experience, we *recommend* that you apply for a reservation no later than:

6 months prior for large events (approximately 1,000 people or more)

4 months prior for medium events (approximately 300-1,000 people)

2 months prior for small events (approximately 300 people or less)

Keep in mind that the “people factor” is only one measure of an event’s scope. Other factors, such as the scale of set-up and need for multiple set-up days or special requests, may also determine whether an event is considered small, medium or large. DPR may deny a reservation if there is insufficient time to properly prepare the event set-up in a manner that ensures public health, safety, and welfare.

Department Sponsored and Department Sponsored Annual Special Events may submit their applications up to 18 months in advance. Reoccurring department sponsored annual special events must re-apply no later than 11 months prior to their event in order to maintain their priority status. Otherwise, the date will be made available to other events.

Applications submitted within 30 days of the desired event dates are considered too late for proper planning and may not be permitted.

Applications must clearly identify the permit applicant and provide up-to-date contact information for the applicant's authorized agent to enable DPR to provide notices and resolve questions.

STEP 2 – INITIAL REVIEW

DPR shall review all submitted applications to determine if the proposed event can be conducted at the requested location as desired, or if changes must be made. If DPR has concerns with the application or event, these concerns will be addressed with the applicant prior to processing the application to ensure that DPR and the applicant have the same understanding of the scope of what will be allowed and where. It is, therefore, critical that the applicant identify a responsible authorized agent and provide up-to-date contact information. Failure to provide current information or failure to respond to DPR may cause an application to lapse and another application for the same location or date to take priority. If the location cannot accommodate your request because of a conflict in scheduling, location, design, or scope, other locations may be offered based on availability and/or feasibility. A department permit office staff will contact your authorized agent when this initial review is completed. If the application request is not authorized by DPR, the permit will be denied, the applicant will be notified, and this will end the process. If DPR authorizes the application, a meeting will be scheduled to complete the application process, review the checklist of additional requirements, and payment of required fees (see the Cost section for further information).

STEP 3 – COMPLETE CHECKLIST

Applicants that are notified by DPR that the initial review is completed may be required to attend a meeting with DPR to review a checklist of additional requirements. All items required for full compliance with additional permit requirements will be covered. Applicants must then make arrangements to fulfill these requirements with any outside agencies or private companies, such as insurance, security, waste, etc. Items may be submitted to the DPR Permit Office or the appropriate district permit office. All items are due 30 days prior to the event with the exception of the State Department of Health Permits, vendor lists, and list of the security guards and guard card numbers, which must be provided 14 days prior to the event date.

STEP 4 – FINAL REVIEW / PERMIT ISSUED

After all of the checklist requirements have been successfully completed and submitted to any department permit office, the data will be electronically routed to the Special Events Office for review. Be aware that questions may still arise at this point, since the stages of review are part of the permit process. Ensuring the application and additional required items are timely submitted greatly helps in managing a timeline that works for everyone. Upon final review and approval, the applicant's authorized agent will be informed that the permit is approved. The permit will be mailed or e-mailed to the applicant's authorized agent, or a copy can be picked up from the DPR Permit Office. Applicants must ensure their authorized agent's information is up to date.

Application Checklist

An application checklist will be provided by DPR and will list any supplemental permits, provisions, and/or additional items that will be required. These checklist items must be received by DPR no later than 30 days prior to your event, and are required for the issuance of your permit. The only exceptions are for the list of security guards and guard card numbers,

vendor lists, and State Department of Health (DOH) Permits. Permits will be approved without the State DOH Permits for temporary food concessions with the condition that the State DOH Permit will be provided to the DPR Permit Office 14 days prior to the first day of the permitted activity. If these temporary State DOH Permits are not received on time, then temporary food concessions will not be allowed as a part of the permitted event.

STATE DEPARTMENT OF HEALTH (DOH) PERMIT – If you plan to prepare, sell or serve food and/or beverages, including prepackaged or sealed items during your event, a temporary food establishment permit, known as a State DOH “health permit” is required. You must submit a list of food and/or beverage or event merchandise with your permit application and obtain a health permit for each food or beverage item. The list cannot be modified within 14 days of the event. The application for a temporary food establishment permit may be obtained through the State DOH, at 54 High Street, Room 300, Wailuku, HI, 96793, or online from the State of Hawaii website:

<http://hawaii.gov/health/environmental/sanitation/permitselect.html>

(click on the “temporary food establishment” link.) Restaurants “Food Establishment Permits” will not replace a temporary food establishment permit. The permit applicant must be listed in Section (A) of the State DOH Permit application.

Health permits are to be displayed during set up and throughout the event.

LAW ENFORCEMENT REVIEW – Events often require review and/or approval of the Maui Police Department (MPD), depending upon requests for street closures, traffic, safety, or security issues. Applicants may contact the MPD Community Policing Office or district station in the district of your event for review of your event. The districts are Wailuku, Lanai, Hana, Lahaina, Molokai, and Kihei. Please be advised that the Wailuku district handles activities and events located in Upcountry Maui.

FIRE REVIEW – Event site plans require the review of the Maui Fire and Public Safety Department (MFD). The Fire Prevention Bureau, located in the Consolidated Baseyard in Waikapu, conducts this review. You may reach their office at (808) 244-9161. The review includes consideration of event exits, any heat or cooking sources, and review of tents and/or structures. Compliance with all MFD requirements must be obtained prior to DPR approval, and an original stamp with signature is required on the final site plan.

SAFETY PLAN – Emergency action and evacuation plans should provide information that communicates who is involved in the activity and what they will do in case of an emergency. These plans should identify the primary and secondary entrance and exits as well as emergency vehicle access before, during, and after the event. The role of volunteers, event staff, security, emergency personnel, etc., should be identified in this plan and how communication will be handled by all staff involved. Everyone involved with the event should be briefed on the plan to ensure successful execution should it become necessary. Due to the nature of the event, additional medical personnel, physicians, first aid, first responders, etc., may be required.

SECURITY PLAN – Certified security guards may be required if an event has a large number of attendees; under-aged minors attending; crowd control concerns; alcohol being served; public safety issues occurring in previous years; or it is deemed necessary by the MPD. Additionally, if any set-up remains in a park or recreational facility overnight, an overnight monitor will be required to watch the equipment.

Professional security guards must be contracted through a security guard company with a valid license number and the guards must have valid guard card numbers. A copy of the security company contract or letter from the security company showing the hours of service and staff numbers are required. The list of the security guards, license number, and guard card numbers must be provided no later than 14 days prior to your event as proof of compliance.

PORTABLE TOILETS – Depending on the size of your event, you may be required to provide portable toilets. At least 10% of the toilets are required to be ADA accessible. These portable toilets are provided at the expense of the event. Permanent on-site bathrooms are not factored in when determining the number of restrooms needed.

Some events may be required to have their toilets serviced during the day if the volume of people and the duration of the event necessitate it.

OTHER ITEMS NOT LISTED ABOVE – Additional items, such as a building permit, a SMA Exemption permit, Marine Ocean Activity permit, liquor permit, professional cleaning contract, electrician contract, physician information, etc., may be required upon review of your application.

Site Plan

Your event site plan/route map (drawn to scale) shall be submitted with your permit application to accurately depict your request. Final site plans must be approved and stamped by MFD, and must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves any moving route, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers, and/or barricades. Indicate any removable fencing for emergency access.
- The provision of a minimum 20-foot emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances if applicable.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, light towers, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures (including measurements).
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Evacuation and exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Indicate the location of all crossing guards, course marshalls, security personnel (e.g., volunteers, staff, or law enforcement officers) and parking monitors, etc.
- Identification of all event components that meet accessibility standards.
- Field measurements, dimensions, and requirements for any tournament.
- Other event-related components not listed above.

Costs

Costs vary for each park or recreational facility. Permit costs include fees and deposits which are set forth by the Maui County Council in the rates and fees section of the annual budget ordinance. There are many additional costs associated with putting on a special event, which can include items such as insurance, security, health permits, equipment rentals, etc. Meeting with DPR as early as possible will help you to determine or anticipate the possible costs associated with your particular event and enable you to evaluate any changes you may want or need to make.

Set-up and/or breakdown day(s) will be charged if set-up occurs prior to your actual event, break-down occurs after the actual event day; or if anything is left on-site afterwards. An exception to this rule exists for dumpsters, portable toilets, and tents. If dumpsters, portable toilets, and tents are picked up no later than 9:00 am the following morning, you will not be charged an additional day's rental fee.

Payment is required for the fees and deposits for Special Events within 15 days from DPR's notice of the approved application. If the payment due date falls on a weekend or holiday, payment must be made on the business day prior to the weekend or holiday. Notice of the payment due date will be communicated in writing by letter or e-mail and confirmation of the applicant's receipt of this notice will be conducted by phone. **Timely payment is critical. If payment is not made by the payment due date, the application will be canceled and the park or recreational facility and date will be made available to other requests.**

Event Cancellation

If you must cancel your event, deadlines and fees as set forth in the Maui County Code shall apply as follows:

Notice of Cancellation Required Before the Scheduled Event Per Permit Type (If the cancellation date falls on a weekend or holiday, notification must be received on the business day prior to the weekend or holiday)	
Special Events	
• Department Sponsored	7 days
• Department Sponsored with Revenue	7 days
• Non-profit or Political Fundraiser	21 days
• Commercial	30 days

Notice of cancellation shall be provided by the applicant in writing by the applicant's authorized agent. Failure to use the park or recreational facility without proper notice of cancellation shall result in forfeiture of the custodial deposit and rental fee, and may result in being prohibited from any additional use for 1 calendar year.

Rescheduling

In the event of inclement weather or unforeseen safety hazards, permits will be accommodated through rescheduling to the extent possible. Permit holders must notify the department within 2 business days of these circumstances for rescheduling to occur with no additional fees.

Insurance

All special events reserving a park or recreational facility are required to provide a Certificate of Insurance for a minimum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate of comprehensive general coverage limit, naming the "County of Maui, its departments, officers, directors, employees and agents" as additional insured. Any permits that include liquor, will need liquor liability coverage. DPR reserves the right to require higher insurance coverage if higher risk activities are associated with your event. This is determined on a case-by-case basis by DPR.

All insurance certificates must specify the name of the insured. Insurance certificates must also include the name of the event or type of event, all park or recreational facilities being used and the event date(s) including set-up and breakdown days. Be sure that the event applicant's name as provided on the permit application matches the name of the insured listed on the Certificate of Insurance, or the applicant's name must be listed as an "additional insured" on the Certificate of Insurance, and written notification the applicant has authorization to act on behalf of the insured must be provided to DPR with the Certificate of Insurance. Missing or inaccurate information may result in rejection of the Certificate of Insurance which can result in cancellation of the permit due to non-compliance with insurance requirements. Proper Certificates of Insurance are required for the protection of the County of Maui as well as protection of event agents and participants.

Additionally, insurance coverage must include all activities that will occur at the event, including but not limited to, the service or sale of alcoholic beverages, ocean activities, inflatable bounce houses, pony rides, petting zoos, carnival rides, etc.

Accessibility Requirements

It is the event's responsibility to comply with all County, State and Federal accessibility requirements, including the Americans with Disability Act (ADA). This requirement should be given consideration as you design your event.

Amplified Sound and Music

Only selected sites are allowed to have amplified sound and/or music. If your event receives complaints, the Police, Park Ranger or Park Monitor may require you to turn the volume down or off. Some events may be required to provide an independent "sound monitor" who will be responsible for ensuring that sound levels remain within legal limits, music curfew times are observed, and compliance with any other requirements for amplified sound/music are met. DPR will determine if this requirement is necessary and the expense of the sound monitor must be paid for by the event.

Turf/Grass Impact and Damage

Because the Director can make exceptions to the “no vehicles allowed on the grass” policy for special events, some events may have very high impact on park turf/grass due to the number and size of vehicles or articles transported over the turf/grass. In these cases, DPR may require payment for aeration, irrigation systems, or reseeding of the affected turf/grass areas. Any damage due to such impact combined with rain or inclement weather will be charged to the event.

Please take this factor into consideration when planning your set-up, especially if your event is held during a potentially rainy month.

Signage

All banners and signage for approved and permitted events must be approved by the DPR Permit Office. Banners and signage may be placed in approved locations 7 days prior to the start of the event and must be removed on the day the event ends. If signage is posted prior to 7 days or left up after the close of the event, DPR will remove and dispose of all signage. It is the permittee’s responsibility to place and remove all signage within these time frames and DPR will not be responsible for any damage to any signage removed or disposed of by DPR or by anyone else. DPR does not allow signs/banners to be nailed, stapled, thumb-tacked, or taped to trees or buildings, staked into the ground or hung over permanent signs. All signage and sponsorship banners posted at events are to be displayed for internal viewing purposes for the event. Additional guidance for posting signs/banners may be provided by DPR upon request.

Keys: Pick Up and Return

It is the responsibility of your agency to pick up keys on the last business day preceding your event from the district permit office where the park or recreational facility is located. There are no “after-hours” accommodations to obtain keys and key deposits will be automatically withheld if the permit holder fails to pick up keys and a parks employee must open a park or recreational facility. Keys must be returned to the same office within 2 business days after the event ends. Failure to return keys within 2 business days of the completion of the permitted event will result in forfeiture of the key deposit. Failure to return keys may result in re-keying the park or recreational facility and permit holder will be charged for the total cost to re-key the park or recreational facility and can result in denial of future permits for 1 calendar year.

Clean Up

A cleaning crew is required to clean during and at the end of each day of your special event. Depending on the size and impact of your event, you may be required to hire a professional cleaning company to do the necessary cleaning to restore the park or recreational facility to its original condition. Failure to comply will result in forfeiture of deposits or additional action to recover any additional costs incurred to restore the park or recreational facility to its prior condition.

Equipment Rentals

DPR may issue permits for both large and small equipment rentals as follows:

DPR Equipment Rentals	
Large Equipment Mobile Bleachers Showmobile Stages	Small Equipment Stage Platforms w/stairs Picnic Tables (Molokai only) Bleachers (small)

Large department equipment may be rented to any permittee receiving a park or recreational facility permit or to any County co-sponsored event.

Small department equipment may be rented to any permittee receiving a park or recreational facility permit, to any County co-sponsored event, or to any nonprofit organization that serves the community.

Rates and fees for equipment rentals are set forth in the annual budget ordinance.

Miscellaneous

Barbecues and Grills: Plywood must be placed underneath barbecues and grills, whether on turf or asphalt. All coals, ashes, grease, and oil must be taken away at the end of the event and not left on-site or in DPR trash receptables.

Generators: If you plan to use a generator for food, lighting/sound equipment, etc., plywood must be placed underneath the generator in order to prevent scorching of the grass.

Park Equipment: Existing equipment in the park (e.g., tables, benches, barbecues, etc.) must remain in their permanent locations. Please plan all set-up around the existing equipment.

Park or Recreational Facility Issues: If you arrive at your permitted park or recreational facility and there are concerns or issues, please contact the district permit office that your permitted use is located in during normal business hours or at the after-hour's phone number provided with your permit for evenings, weekends, or holidays.

If you have any special event permit related questions, please call our DPR Permit Office, Special Events Specialist at 270-4058 or you may e-mail us at DPRPermits@mauicounty.gov.

Best wishes for your upcoming Special Event. Please keep this planning guide for your reference as you complete a permit application.