



# NEAL S. BLAISDELL CENTER and WAIKIKI SHELL

## Application for Use of Facilities

Recommendation: \_\_\_\_\_ Yes No  
( ) ( )

### I. Applicant:

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

### II. Status of Applicant:

Corporation                      LLC                      Non-Profit Organization  
 Individual                      Sole Proprietor                      Other \_\_\_\_\_

- A. Please attach the following information applicable to the organization:
- i. A copy of your Articles of Incorporation and a Corporate Resolution for any corporate applicant.
  - ii. A copy of any written agreements explaining the nature of your business organization; such as a partnership agreement or charter.
  - iii. A copy of non-profit status as determined by the Internal Revenue Service.
  - iv. A copy of your State of Hawaii General Excise Tax Exemption.

### III. References:

#### A. Bank Reference

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Account# Checking: \_\_\_\_\_

Account # Savings: \_\_\_\_\_

*\* Applicant must provide an authorization letter to the bank; giving the Blaisdell permission to obtain information.*

#### B. List two auditoriums, arenas, halls and/or other facilities which have been previously leased or rented by applicant:

1. Facility Previously Leased: \_\_\_\_\_  
 Facility Contact: \_\_\_\_\_  
 Facility Phone No: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Event Date / Attendance: \_\_\_\_\_

Type of Event (check one):

Concert      Exhibit      Convention      Other: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_  
\_\_\_\_\_

Name of Production Manager: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

2. Facility Previously Leased: \_\_\_\_\_  
Facility Contact: \_\_\_\_\_  
Facility Phone No: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Event Date / Attendance: \_\_\_\_\_

Type of Event (check one):  
Concert      Exhibit      Convention      Other: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_  
\_\_\_\_\_

Name of Production Manager: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**IV. Proposed Date(s) of Facility Use:**

Move In Date(s)/Time: \_\_\_\_\_  
EVENT Day(s)/Time: \_\_\_\_\_  
Move out Date(s)/Time: \_\_\_\_\_

**V. Event Name:** \_\_\_\_\_  
**Artist(s):** \_\_\_\_\_

**VI. Products to be Exhibited or Sold:**

\_\_\_\_\_  
\_\_\_\_\_

**VII. Type of Event:**

CONCERT/THEATRICAL      TRADE SHOW – Trade Only  
CONSUMER SHOW – Open to Public      MEETING  
BANQUET EVENT      OTHER: \_\_\_\_\_

**VII. Admission Type:**

Paid Admission      Free Public      Private

**VIII. FACILITY you wish to use** (check one or more):

Arena      Concert Hall      Waikiki Shell      Exhibition Hall      Other: \_\_\_\_\_

**IX. Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_

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The undersigned applicant hereby gives the Department of Enterprise Services permission to verify the information contained in this application and understands that:

- (a) No date or facility will be held by the Department of Enterprise Services until this application is returned and approved by the Director of Enterprise Services; and
- (b) If a tentative hold on a facility and date is approved based on the information contained in this application, and the Director of Enterprise Services determines the information contained herein is false or misleading, the tentative hold approved will be forfeited by the applicant, and
- (c) Any use of the Center is subject to the Rules of the Department and Rental Agreement.

APPLICANT

DEPARTMENT OF ENTERPRISE SERVICES

\_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
Name / Title

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_