

**PERMIT APPLICATION TO USE CIVIC CENTER GROUNDS IN CONNECTION WITH
THE HONOLULU CITY LIGHTS PROGRAM FOR THE 2017 SEASON**

Name of Organization: _____

Mailing Address: _____
NUMBER STREET

CITY STATE ZIP

Telephone: _____ Fax: _____

PERSON SUBMITTING APPLICATION FOR THE ABOVE ORGANIZATION:

Name of Organization: _____

Mailing Address: _____
NUMBER STREET

CITY STATE ZIP

Telephone: _____ Fax: _____

PERSON IN CHARGE OF ORGANIZING DISPLAY:

Name of Organization: _____

Mailing Address: _____
NUMBER STREET

CITY STATE ZIP

Telephone: _____ Fax: _____

Display Site Preference - *The following site selection MUST be completed:*

- FIRST CHOICE: Display Area: _____
- SECOND CHOICE: Display Area: _____
- THIRD CHOICE: Display Area: _____
- FOURTH CHOICE: Display Area: _____
- FIFTH CHOICE: Display Area: _____

PLEASE ATTACH - Proof of non-profit status formed under HRS Chapter 414D or charitable organizations formed under HRS 467B or Section 501 (c)(3) of the Internal Revenue Code.

I understand that my organization will comply with all procedures and conditions of the rules relating to permits for use of civic center grounds for displays by organizations in connection with the Honolulu City Lights program.

Signature: _____ Date: _____

Printed Name: _____

FOR OFFICIAL USE ONLY

Date application received: _____ By: _____

Application number: _____ Site assigned: _____

☐ Site not assigned because number drawn was beyond number of sites available.

Notification sent: _____

Approved by: _____ Date: _____

**PERMIT APPLICATION TO USE CIVIC CENTER GROUNDS IN CONNECTION WITH
THE HONOLULU CITY LIGHTS PROGRAM FOR THE 2017 SEASON
INSTRUCTIONS AND REGULATIONS**

APPLICATION DEADLINE Friday, September 1, 2017

Mail or Drop off at: Department of Customer Services
Mission Memorial Building
550 South King Street
Honolulu, Hawaii 96613

Mail - (Must be postmarked by September 1, 2017)

Drop off - (Must be delivered by 4:30 p.m. September 1, 2017)

Lottery Date: Thursday, September 14, 2017 - 10:00 a.m.
Mission Memorial Building, Hearings Room
550 South King Street
Honolulu, Hawaii 96613

Applicants are invited to attend the lottery to assign display sites; however, presence is not necessary.

§1 - 5. Regulations regarding the Display.

(a) Displays shall comply with the following:

- (1) There shall be only one display per display area.
- (2) Each display shall be contained wholly within the display area as shown on the permit. The maximum size of each display area shall be twenty (20) feet by twenty (20) feet.
- (3) No part of any display shall exceed twelve (12) feet in height.
- (4) Each display shall be enclosed in a white wooden fence at least three (3) feet in height.
- (5) Except for one 20 amp/120 volt outlet per display area provided by the City, no generator or other source of electricity shall be permitted. The outlet will be connected to a central timer to allow illumination to be initiated and discontinued each night for all displays at the same time, with the City determining the hours of illumination.
- (6) No live animals shall be used in any display.
- (7) No music or other audio presentation shall be used in any display.
- (8) Each display must prominently display a placard containing the following:
 - (i) the name of the organization sponsoring the display;
 - (ii) the organization's telephone number where members of the public may obtain information regarding the display; and
 - (iii) the following statement:

"This display is privately-funded. No City and County of Honolulu funds have been used to fund this display. This display is not part of the Honolulu City Lights Program, and is neither sponsored nor endorsed by the City and County of Honolulu."

The placard shall be at least 16 inches in height and 24 inches in width with black lettering on a white background. The placard shall be waterproof.

- (9) No brochures or other written materials shall be distributed within the display area.
- (10) No construction or other installation work shall be performed with respect to the display on the opening day of the Honolulu City Lights Program.

§1 - 6. Length of Display. Displays shall be erected no earlier than the weekend prior to the opening of the Honolulu City Lights Program. Displays shall be removed no later than the weekend prior to the removal of the Honolulu City Lights Program displays.

