

INFORMATION AND INSTRUCTIONS

The City is requiring all applicants interested in obtaining a park use permit to hold a surf or shore water event on the North Shore of Oahu during the period from October 1, 2006, to March 31, 2007, to submit their Application for Use of Park Facilities (hereafter "Application"), Application Supplement and a completed Event Data Sheet for each event to the Department of Parks and Recreation (hereafter "Department") no later than April 25th, 2006

Applications will be reviewed pursuant to the Amended Rules and Regulations Governing Use of City Beach Parks and Other Beach Properties Under the control of the Department of Parks and Recreation (hereafter "Amended Rules").

In order to allow the City to schedule surf/shore water events for October 2006 to March 2007 time period, each applicant must comply with the following requirements: Failure to comply with these requirements will result in your application being rejected.

- 1) *All persons and organizations interested in obtaining a park use permit to hold a surf or shore water event on the North Shore shall submit their Application, Application Supplement, and completed Event Data Sheet to the Director, Department of Parks and Recreation. All applications must be hand-delivered to the Director, Department of Parks and Recreation no later than 4:00 p.m., April 25th, 2006, or mailed to the Director, 1000 Uluohia Street, Suite 309, Kapolei, Hawaii, 96707 postmarked by the U. S. Postal Service no later than April 25th, 2006. Hand-delivered applications shall be delivered to the Director's office only during hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. Any late application, incomplete application, or application submitted without a completed Application Supplement and Event Data Sheet will be considered after permits have been issued for applications received by the April 25th, 2006 deadline.*

All documents submitted as part of your application will not be returned.

Enclosed are an Application, Application Supplement, and Event Data Sheet for your use. Additional applications may be obtained from Kaneohe District Park, 45-660 Keaahala Road, Kaneohe, or Haleiwa Alii Beach Park, 66-167 Haleiwa Road, Haleiwa

- 2) *To be considered for the park use permit, the Applicant and Application must comply with the requirements of the Amended Rules and City ordinances.*
- 3) *EACH Application shall list only one event, one site, and one block of dates for the event. Set up and take down dates should be listed on the form next to the date of the event. Each application must specify the number of competition days being requested.*
- 4) *In the event of scheduling conflicts for the use of the City beach parks, the City will resort to the resolution process set forth in Section 15 (15) (h) of the Amended Rules. The City will seek comments and input from the North Shore Neighborhood Board and*

the Sunset Beach Community Association in resolving scheduling conflicts; however, the Department shall make the final decision.

a. The City will consider input pursuant to Section (15) (h) of the Amended Rules and will consider three evaluation criteria: Community relations record of the applicant; the diversity of events; and diversity of participants in the event, before making a final decision on the scheduling conflicts. The weight assigned to each criterion is indicated below.

- i. Community Relations Record (60%) – Under this criterion, the City will consider various factors including, but not limited to, the following:*
 - The applicant’s plan to address traffic and parking concerns during the permit period.*
 - The applicant’s plan to respond to community concerns during the permit period, to include but not limited to; noise, trash, illegal activities, crowds, etc.*
 - How the event will benefit the community, City, and State.*
 - The applicant’s plan to ensure compliance with all park rules and regulations, City ordinances, and State laws.*
 - The applicant’s plan to address water safety concerns during the permit period.*
- ii. Diversity of Events (20%) – Under this criterion, the City will consider various factors including, but not limited to, the following:*
 - Whether the event provides the City with a diversity of shore water events.*
 - Track Record of Event: How long the event has been in existence.*
- iii. Diversity of Participants (20%) – Under this criterion, the City will consider various factors including, but not limited to, the following:*
 - Whether the event provides opportunities for female participants.*
 - Whether the event provides opportunities for variety of ages.*
 - Whether the events provides opportunities for a range of skills levels.*

b. To assist the City in resolving scheduling conflicts all applicants shall complete the enclosed Event Data Sheet as part of their application. The Department WILL NOT consider any application which is not accompanied by a completed Event Data Sheet.

Should you have any questions, please call Mr. Miles Hazama, Recreation District Supervisor at 233-7300.