



Papakōlea Community Kitchen Reservation Request Form

Date Received: _____
Approval Date: _____
Permit # Issued: _____

NOTE: All requests for the use of the kitchen must be made 30 DAYS in advance prior to the date of your event. All requests submitted less than 30 days will not be considered unless approved by the Executive Director and/or PCDC Board.

***** Kitchen Hours: Thursday – Sunday from 8:00 am – 10:00 pm *****

Please complete this application

General Information

Name (Last, First): _____

Business / Organization Name: _____ G.E. Tax #: _____

Address: _____ City: _____ State: _____ Zip code: _____

Cell Phone: _____ Secondary Phone/ Fax: _____ Email: _____

Event Information

Business Type: For-Profit Non-Profit Other: _____ Fundraiser: Yes No

* Enter the dates and times of each day you are requesting to use the kitchen for accurate billing.

Date	Day (circle one)	Start Time	End Time
	Thursday Friday Saturday Sunday		
	Thursday Friday Saturday Sunday		
	Thursday Friday Saturday Sunday		

Names of Individuals using the facility: (Last name, First name)

1.	2.	3.
4.	5.	6.

Required Documents (Commercial Tenants)

- Hawaii General Excise Tax
- DCCA Registration Form
- Certificate of Insurance (General Liability)
- Department of Health Approved Permit
- Schedule of Kitchen Usage (if more than 3 days)

Schedule of Fees (Per day)

Length of Time	Tier 1	Tier 2
First 4 hours	\$100	\$150
Each hour after	\$25	\$50
Security Deposit	\$250	\$250

FEES: As a community-based commercial kitchen, consideration is given to the residents of the Papakōlea Region.

Tier 1: Applicant must be a resident or community based organization in the Papakōlea region.

Tier 2: Applies to all persons, businesses, and organizations who do not meet **Tier 1** requirements.

DEPOSIT: \$250.00 deposit is **REQUIRED** and will be **fully refundable** if and only when all rules and regulations stipulated in the permit have been complied with. It will be **non-refundable** in the case of a cancellation less than 7 days before the scheduled event, an event causing property damage or failure to comply with the rules and regulations of PCDC. Applicant will be held responsible for all property damage exceeding the deposit amount and will be billed to your address on file.

APPLICATION PROCESS: Please allow at least 24 to 48 hours for processing. PCDC staff will schedule a date and time to finalize all necessary required documentation, payment, and other arrangements for your event upon acceptances of request.

By submitting this request form, I understand that it does not guarantee me the use of the facility during the times and dates requested.

Signature

Print Name

Date