

**REQUEST FOR PERMISSION TO ERECT TEMPORARY STRUCTURE(S)
OR TENT(S) ON PROPERTY UNDER THE JURISDICTION OF
THE DEPARTMENT OF PARKS AND RECREATION
COUNTY OF HAWAII**

DATE: _____

MEMORANDUM

TO: Department of Parks and Recreation

FROM: _____ (Organization)

_____ (Name)

Contact Phone Number: _____

FACILITY: _____

EVENT: _____

DATE OF EVENT: _____

Requesting permission to erect temporary structure(s) or tent(s)
(Attach Sketch - Diagram)

Number and Sizes of Temporary Structures/Tents:

Number: _____ Number: _____ Number: _____

Size: _____ Size: _____ Size: _____

TEMPORARY STRUCTURES/TENTS

If temporary structures, tents or canopies will be erected (**larger than 10' X 10'**), a temporary structure permit is required from The Department of Parks and Recreation (Fee \$10/day*). This permit may also need to be routed to various agencies (Fees may be required from the Fire Department). *Effective August 1, 2013 - P&R Rule 1 includes a \$10 per day fee for each temporary structure permit