

Services or Equipment Requested (please check all that apply)

- Docent Tours
- Lawn Maintenance
- Overnight Museum Security (from) _____ (to) _____
- Other (specify: _____)

Additional Information/Requests _____

– For internal use only –

Custodial Service (from) _____ (to) _____
(number of Custodians needed _____)

Date Received _____ By _____

SFCA Recommendation

Approve Disapprove

Executive Director, SFCA Date

DAGS Central Services Recommendation

Approve Disapprove N/A

Division Chief, Central Services Division Date

Approve Disapprove N/A

Comptroller Date

Copiesto

Building Manager	Date Sent	_____
Capitol Security	Date Sent	_____
Client	Date Sent	_____

Release of Liability

The State Foundation on Culture and the Arts and the Hawai'i State Art Museum are aligned with the Governor's Emergency Proclamations related to COVID-19 and the City and County of Honolulu's COVID-19 Recovery Framework Plan and Tier System. Therefore, all events at the State Foundation on Culture and the Arts and the Hawai'i State Art Museum are contingent upon the event's conformance with the specific COVID-19 health and safety guidelines and restrictions and Tier level, including all of the Tier Framework metrics, that are in effect on the date of the event. If the Tier or health and safety measures change after the date of the agreement to book the event, the Hawai'i State Art Museum reserves the right to cancel the event in its entirety.

By signing below, you agree that you acknowledge the fluidity of the COVID-19 situation and the restrictions of the Tier System, and accept that a change in the COVID-19 health and safety guidelines may force the Hawai'i State Art Museum to cancel your event.

Should your event be cancelled as a result of changes to the COVID-19 health and safety guidelines, you further agree that you will not take steps to make a claim against the State of Hawai'i, the State Foundation on Culture and the Arts, the Hawai'i State Art Museum, and their officers, employees, and agents, or hold them responsible for any loss or damage you may have incurred as a result of the cancellation. All deposits made to the Hawai'i State Art Museum will be returned in full upon such cancellation.

Signature of Applicant

Date