

CITY ADMINISTRATIVE RULES  
TITLE 3  
DEPARTMENT OF BUDGET AND FISCAL SERVICES  
SUBTITLE 3 ACCOUNTING  
CHAPTER 50  
SPECIAL EVENTS FUND LOAN PROGRAM

§3-50-1	Purpose
§3-50-2	Definitions
§3-50-3	Loan Terms and Conditions
§3-50-4	Eligibility
§3-50-5	Application Procedure
§3-50-6	Loan Repayment
§3-50-7	Effective Date
§3-50-8	Severability

Historical note: This chapter is based substantially upon Special Events Fund Loan Program, Department of Finance, Administrative Rules, Subtitle 4, Chapter 21. [Eff 2/12/1998; R 10/31/2004]

**§3-50-1 Purpose.**  
The purpose of this chapter is to set the terms and application procedures for a Special Events Fund Loan. [Eff 10/31/2004] (Auth: ROH §6-53.3(c), RCH §4-105) (Imp: ROH §6-53.2(b))

**§3-50-2 Definitions.**  
(a) "Final Settlement" is the amount remaining after deducting all expenses from an event's total sales revenue.  
(b) "Loan" is a loan from the Special Events Fund, as provided for by section 6-53.2, ROH.  
(c) "Qualified Nonprofit Organization" is a nonprofit organization, as defined in section 28-6.2, ROH. [Eff 10/31/2004]

**§3-50-3 Loan Terms and Conditions.**  
(a) The maximum loan amount is \$10,000.  
(b) A current loan shall be non-interest bearing.  
(c) Loan proceeds shall be applied in the following order:  
(1) Department of Enterprise Services' facility rental deposits.  
(2) Identifiable and determinable charges for the Department of Enterprise Services' personnel and equipment.  
(3) Purchase of tickets from the Department of Enterprise Services' Box Office for direct ticket sales into the community.

- (4) Marketing expenses identified on the loan application form.
- (d) A loan is immediately due and payable if an event is canceled.
- (e) An organization with a delinquent loan will not be permitted to arrange an event at the Neil Blaisdell Center or the Waikiki Shell. [Eff 10/31/2004] (Auth: ROH §§6-53.2(b), 6-53.3(c)) (Imp: ROH §6-53.2(b))

**§3-50-4 Eligibility.**

- (a) To be eligible for a loan, an organization must:
  - (1) Be a qualified non-profit organization;
  - (2) Sponsor an event at the Neil Blaisdell Center and/or Waikiki Shell; and
  - (3) Generate ticket revenue through the Department of Enterprise Services' Box office.
- (b) An organization with a delinquent loan shall not be eligible for a loan until it has paid the delinquent loan in full and four years have elapsed from the date the loan became delinquent. [Eff 10/31/2004] (Auth: ROH §§6-53.2(b), 6-53.3(c), RCH §4-105) (Imp: ROH §6-53.2(b))

**§3-50-5 Application Procedure.**

- (a) To apply for a loan, an organization must submit the following to the Department of Enterprise Services:
  - (1) A copy of the organization's Internal Revenue Service Section 501 Determination Letter;
  - (2) A general excise tax exemption document;
  - (3) A completed loan application;
  - (4) A copy of the organization's most recent Federal tax return; and
  - (5) A resolution from the organization's Board of Director's authorizing the loan if loan proceeds are used for marketing purposes.
- (b) If the loan is approved, the organization must submit the following:
  - (1) A note payable agreement signed by at least one of the organization's current officers; and
  - (2) A personal guarantee signed by at least one of the organization's current officers. [Eff 10/31/2004] (Auth: ROH §6-53.3(c)) (Imp: ROH §6-53.2(b))

**§3-50-6 Loan Repayment.**

- (a) The loan is due and payable to the City Director of Budget and Fiscal Services upon determination of the final settlement or one year from the executed rental agreement contract date, whichever is sooner.
- (b) The final settlement will first be applied to the loan balance.
- (c) A loan not paid when due is delinquent and subject to interest and penalties, as specified in section 1-3.3, ROH. [Eff 10/31/2004] (Auth: ROH §6-53.3(c)) (Imp: ROH §6-53.2(b))

**§3-50-7**

**Effective Date.**

These rules shall take effect ten days after filing with the Office of the City Clerk. [Eff 10/31/2004] (Auth: ROH §6-53.3(c)) (Imp: ROH §6-53)

**§3-50-8**

**Severability.**

If any provision of these rules, or the application to any person or circumstances, is held invalid, the remainder of the rules, or the application of the provision to other persons or circumstances, shall not be affected. [Eff 10/31/2004] (Auth: ROH §1-6) (Imp: ROH §6-53.2(b))