

Waialae Petroleum Inc.

dba Waialae Chevron Fuel * Food Mart * Towing

Corner of 21st Ave. and Waialae Ave. in Kahala

Barney Robinson, Chevron Dealer

Ph. 834-7799

Process for Waialae Chevron's car wash program:

- 1) Go to www.waialaechevron.com.
- 2) Download "Wash Policies and Instructions"; review them with your group for understanding and agreement of expectations and requirements. After your group's ability to comply with the "Wash Policies and Instructions", email towagon@yahoo.com, identify yourself and your group, indicating what day you are interested in for a car wash.
- 3) Written request for car wash on original group letterhead and non-refundable water deposit fee (see # 16 below) needs to be on file within one week after reservation date is approved.
- 4) On the day of your wash, check in with the cashier with your three (3) required forms read, signed and prepared to turn in, prior to your set-up. We will provide you with adequate cones and safety vests for your traffic controllers. Do not commence washing or set up without cashier's consent.

ATTENTION GROUP LEADERS - PLEASE READ THIS:

Community relations are important to Waiialae Chevron. Requests for fund raising car washes are a part of this relationship and will be granted under the following guidelines to **legitimate registered non-profit organizations**:

Waiialae Chevron's primary responsibility is to its gasoline customers. Accordingly, the overriding concern when conducting a car wash is the impact on gasoline sales. Gasoline customers should be able to quickly and easily purchase fuel. Furthermore, they should have easy access to all parts of the facility, including but not limited to fuel dispensers, food-mart, remote air/water service, and vacuums.

Equal responsibility is to shared businesses (Times market and Al Phillips) to also allow their customers easy access to their businesses.

Attention must also be paid to the manner of advertising utilized by your non-profit group. The advertising used to announce the carwash must be done in a professional manner consistent with Chevron's image. In no instance should bed sheets, hand-written signs, and/or other similar non-professional advertising mediums be used.

- 1) **PRIOR TO THE GROUP COMMENCING WASHING CARS, THEY ARE REQUIRED TO CHECK IN WITH STATION PERSONNEL WITH THE FOLLOWING THREE (3) DOCUMENTS PROPERLY READ, SIGNED, UNDERSTOOD AND PREPARED TO TURN IN:**
 - A) WAIALAE CHEVRON CAR WASH POLICIES AND INSTRUCTIONS.
 - B) WARNING, WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION AND AGREEMENT TO PARTICIPATE.
 - C) GENERAL RELEASE AND INDEMNIFICATION AGREEMENT.
- 2) If your group violates any of these policies, does not remain under control, permits or allows vehicle congestion, the group may be asked to leave the premise.
- 3) It is essential that everyone in the group reads and understands the following documents. If someone shows up after the wash has begun, make sure they read and understand the wash policies and instructions. We will not permit any group to remain on the premise if violations are observed.
- 4) Any minors washing cars must first be approved by station management prior to them commencing washing cars. If a minor is observed washing cars without prior approval, the entire group may be asked to leave the premise.
- 5) Your cooperation is required for you to have a safe and successful fund-raiser!

WAIALAE CHEVRON CAR WASH POLICIES AND INSTRUCTIONS

EACH AND EVERY PERSON IN THE GROUP MUST READ, UNDERSTAND AND COMPLY WITH THIS DOCUMENT. ANY VIOLATION OR DEVIATION FROM THIS DOCUMENT MAY RESULT IN THE TERMINATION OF YOUR ORGANIZATION FROM CONTINUING TO WASH CARS. IF YOU ARE UNABLE TO COMPLY WITH EACH AND EVERY ONE OF THESE INSTRUCTIONS, DO NOT BEGIN OR CONTINUE WASHING. NONE OF THESE INSTRUCTIONS ARE OPTIONAL. YOUR GROUP MAY BE ASKED TO LEAVE THE PREMISE AND BECOME INELIGIBLE FOR FUTURE WASHES IF NON-COMPLIANCE IS OBSERVED.

- 1) **EVERY member** of the group shall read, understand, and be able to comply with Waialae Chevron's "Wash Policies and Instructions"
Initial _____
- 2) **All** groups shall have at least 20 people present at the wash at all times.
Initial _____
- 3) Without prior approval of the station manager, there shall be no children under the age of 18 washing cars. No children under the age of 15 shall be permitted on the premises at any time during the wash.
Initial _____
- 4) **All groups shall designate TWO or more ADULT persons to direct traffic at all times.** All groups shall wash cars in the ewa makai area fronting the station and dry them in the ewa mauka area next to the planter box. The group traffic controllers shall direct waiting cars to the upper parking area adjacent to the tow trucks until such time there is an open slot in the wash area. All groups shall keep the driveway open and clear for the entire time the group is on the premises. The group shall not begin or continue washing until your traffic controller is in place. All members of the group shall comply with these instructions and the illustration attached.
Initial _____
- 5) All groups shall be responsible for their own hoses, car wash soap, brushes, chamois, gun triggers to control water flow, and any other supplies. All groups shall be required to use gun-type triggers. You shall not begin or continue washing cars without such a trigger. Note: Twist type triggers are NOT acceptable.
Initial _____
- 6) The group shall not be permitted to sell or hold for pickup any other fund raising items (i.e. chili, sweetbread, etc.) on the premises.
Initial _____
- 7) There shall NOT be any horseplay, volleyballs, footballs, Frisbees, basketballs, softballs, soccer balls, or any other type of game related activity on the premises.
Initial _____
- 8) Radios shall not be permitted on the premises.
Initial _____
- 9) Do not set up on sidewalk next to Al Phillips. See Item # (10) and attached illustration.
Initial _____

- 10) The group shall be allowed to set up a support tent in the parking lot. The group shall not drive any stakes or pipes into the ground. See attached illustration.
Initial _____
- 11) All groups shall clean up after they are done, hose down the area, and pick up any trash.
Initial _____
- 12) Vehicles of group member participants shall NOT be parked on the station's business premises. Parking is available on 21st Ave. or Luawai St. **Do not park in Times' lot.**
Initial _____
- 13) Safety shall be the primary concern of all members of your group.
Initial _____
- 14) All participants shall wear shirts and footwear.
Initial _____
- 15) **Do not stand in front or behind of any moving vehicle, or whose engine is running.**
Initial _____
- 16) All groups shall be assessed a \$50.00 non-refundable water fee payable one week from date reservation is made. Refund exception: Inclement weather or acts of God.
Initial _____
- 17) Before being permitted to start the car-wash fund-raiser, each group's authorized Representative must read, sign, date, and return the station's **GENERAL RELEASE AND INDEMNIFICATION AGREEMENT** to the station manager.
Initial _____
- 18) Before being permitted to start the car-wash fund-raiser, each member of the group who participates in the car wash must read, sign and date the station's **WARNING, WAIVER, and RELEASE OF LIABILITY, INDEMNIFICATION AND AGREEMENT TO PARTICIPATE.** Such agreement must be returned to the station's manager before starting the car wash.
Initial _____
- 19) Before being permitted to start the car-wash fund-raiser, this form must be read carefully and signed by an authorized representative of the group. Furthermore, each line of these instructions must be initialed by the authorized representative to indicate his/her complete understanding of the instruction.
Initial _____

Every participant from our group and I have read and understand these instructions. I also understand that any violation of these policies and instructions shall result in termination our car-washing fund-raiser, we shall be asked to leave and forfeit our water fee.

DATED: _____

GROUP NAME: _____

AUTHORIZED GROUP REPRESENTATIVE: _____
(Signature)

PRINT NAME: _____

**WARNING, WAIVER, RELEASE
OF LIABILITY, INDEMNIFICATION AND
AGREEMENT TO PARTICIPATE**

Each of the undersigned members (hereinafter "PARTICIPANT") of _____ (Hereinafter "Organization"), in consideration of their being permitted to participate in and to conduct a car-washing fundraiser on the business premises of WAIALAE PETROLEUM INC., DBA WAIALAE CHEVRON at 4117 Waialae Ave., Honolulu, Hawaii 96816 (hereinafter "SERVICE STATION"), hereby:

- 1) Agrees that prior to participating, PARTICIPANT shall inspect the equipment, equipment facilities, and if PARTICIPANT believes that anything is unsafe, PARTICIPANT shall immediately advise SERVICE STATION employees of such condition (s) and refuse to participate. Further, PARTICIPANT agrees that PARTICIPANT shall read, in its entirety, and fully comply with the SERVICE STATION'S Car Wash Policies and Instructions. PARTICIPANT understands that it is not the purpose of the SERVICE STATION or its employees to teach safety rules, nor is it the function of SERVICE STATION or its employees to serve as the guardians of PARTICIPANT'S safety.

2. Acknowledges and fully understands that PARTICIPANT shall be engaging in an activity that may result in injury and social and economic losses to PARTICIPANT, PARTICIPANT'S family, estate, heirs, or assigns, due not only to PARTICIPANT'S own actions, inactions or negligence, but also to the action, inaction or negligence of others, or conditions of the premises or of any equipment used. Further, PARTICIPANT acknowledges that there may be other unforeseen risks.

3. Knowing the risks involved, PARTICIPANT assumes those risks and accepts personal responsibility for any and all damages following such injury, disability or death, arising out of or connected in any way with PARTICIPANT'S participation in the car-washing fundraiser and related activities.

4. Remises, releases, waives, forever discharges and covenants not to sue SERVICE STATION, together with its past, present, and future officers, employees, administrators, directors, agents, volunteers, owners, sponsors, advertisers, heirs and legal representatives, successors, assigns, and owners, lessors, and lessees of the premises used to conduct the event, and their respective families, relatives, heirs, and legal representatives, all of whom are hereinafter collectively referred to as "Releases", from any and all claims, demands, actions, suits, judgments, losses, damages on account of injury, including permanent disability and death or damage to property, whether now known or whether anticipated or not, resulting from, arising out of or to arise out of, or connected with, directly or indirectly caused or alleged to be caused in whole or in part by the negligence of the Releasees or otherwise.

5) Indemnifies, defends and holds harmless the Releasees from any and all claims, demands, actions, suits, judgments, losses, damages on account of injury, including permanent disability and death or damage to property, whether now known or whether anticipated or not, resulting from, arising out of, or to arise out of, or connected with, directly or indirectly, PARTICIPANT'S participation in the car-washing fundraiser and related activities.

6. Acknowledges and understands that PARTICIPANT may be removed or asked to be removed from the above event if PARTICIPANT is involved in any fights, vandalism, horseplay, or other conduct which causes inconvenience, general nuisance, disruption, or injury to any participant or general public. Other reasons for removal are immature conduct which includes but is not limited to swearing, throwing any gear/objects, or the showing of disrespect. PARTICIPANT further acknowledges and understands that if PARTICIPANT is removed or asked to be removed from the said event, PARTICIPANT and Organization to which PARTICIPANT belongs shall not be refunded any fees, if any, which SERVICE STATION may have received for permitting the fundraiser to take place at its place of business as set forth above.

7. Parent (s) or legal guardian (s) of minor participants additionally agree that they shall instruct the minor PARTICIPANT to the above warnings and conditions and their ramifications, that they consent to the minor's participation, and that they shall be required to supervise the minor PARTICIPANT to prevent any injury to the minor PARTICIPANT. Furthermore, the parent, (s) or legal guardian (s) of minor participants, with the intention of binding the minor PARTICIPANT, the minor's respective heirs, legal representatives, and assigns, hereby expressly agrees to indemnify, defend and hold harmless the Releasees from any and all claims, demands, actions, suits, judgments, losses, damages on account of injury, including permanent disability and death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the Releasees or otherwise.

GENERAL RELEASE AND INDEMNIFICATION AGREEMENT

IN CONSIDERATION for being allowed to conduct a car-washing fundraiser at and on the business premises of WAIALAE PETROLEUM INC., DBA WAIALAE CHEVRON at 4117 Waialae Ave., Honolulu, Hawaii 96816 (hereinafter "SERVICE STATION"), _____ (hereinafter "FUNDRAISING ORGANIZATION"), for itself, its members, employees, officers, directors, and other volunteers, legal representatives, and assigns, do hereby remise, release, waive, forever discharge, and covenant not to sue SERVICE STATION, together with its past, present, and future officers, employees, administrators, directors, agents, volunteers, owners, sponsors, advertisers, heirs and legal representatives, successors, assigns, and owners, lessors, and lessees of the real property on which the SERVICE STATION is situated, and their respective families, relatives, heirs, and legal representatives, all of whom are hereinafter collectively referred to as "Releasees", from any and all claims, demands, actions, suits, judgments, losses, damages on account of injury, including permanent disability and death or damage to property, whether now known or whether anticipated or not, resulting from, arising out of or to arise out of, or connected with, directly or indirectly with said car-washing fundraiser and related activities whether caused or alleged to be caused in whole or in part by the negligence of the Releasees or otherwise.

FUNDRAISING ORGANIZATION agrees to indemnify, defend and hold harmless Releasees and each of them against and in respect of any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, injuries that Releasees may incur resulting from, arising out of or to arise out of, or connected with, directly or indirectly with said car- washing fundraiser and related activities.

FUNDRAISING ORGANIZATION expressly agrees that this release, waiver, and indemnification agreement is intended to be as broad and inclusive as possible as permitted by the laws of the State of Hawaii, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The undersigned representative of the FUNDRAISING ORGANIZATION hereby represents and warrants that the representative has the authority and power to bind the FUNDRAISING ORGANIZATION and agrees to indemnify, defend and hold harmless the Releasees from any and all injury and/or damage that any of them may incur or suffer, which arise, result from or relate to the failure the foregoing representation and warranty to be true and correct.

IN WITNESS WHEREOF, this agreement has been executed

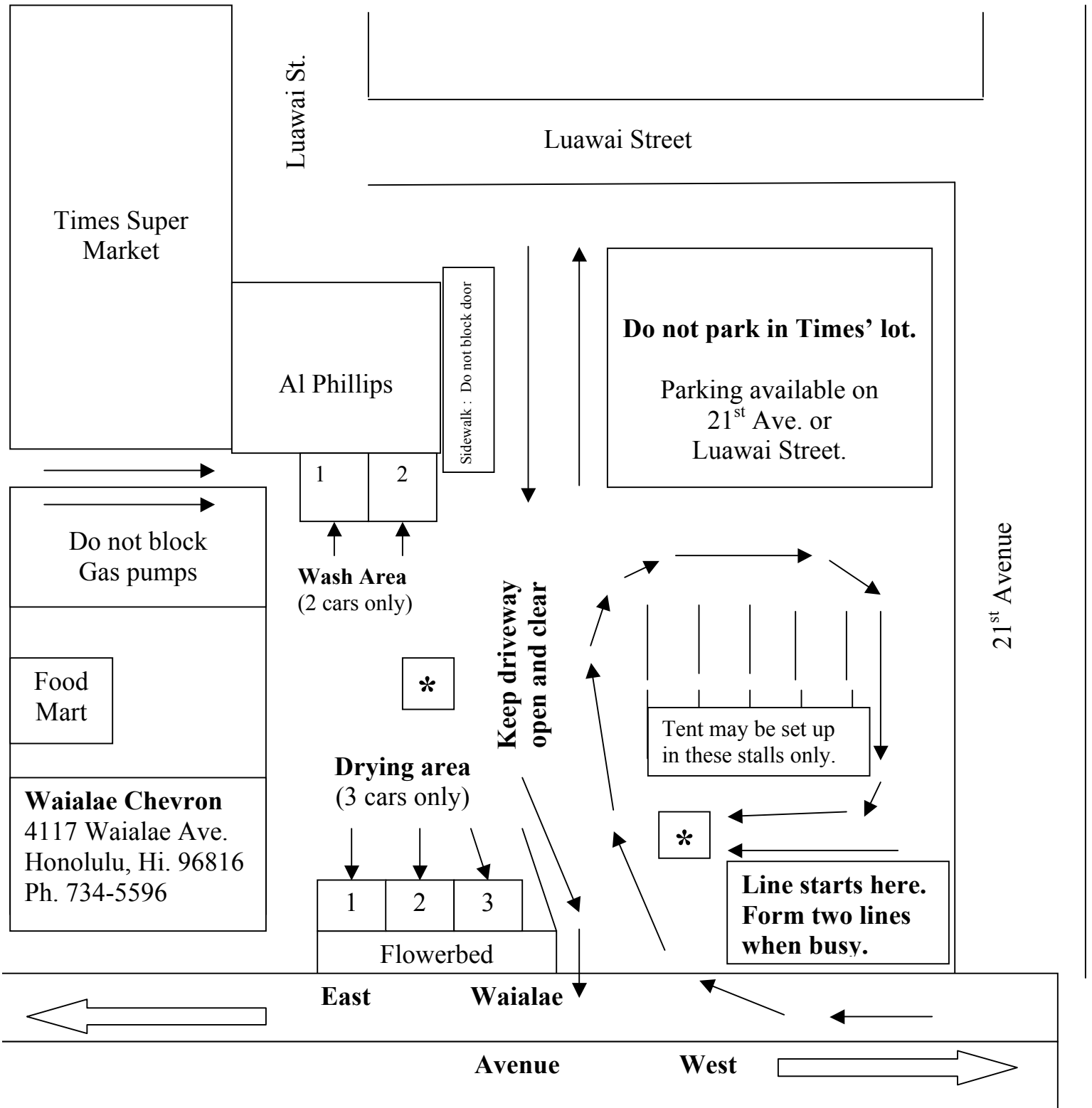
this _____, 20_____

FUNDRAISING ORGANIZATION:

By _____

ITS _____

Wash set-up diagram



1) See cashier before setting up car wash to:

A) Turn in the three (3) required forms that are read, signed, and understood by all participants.

B) Allow station personnel to verify readiness of group.

C) Pick up traffic cones and safety vests.

D) Once station personnel allow your group to commence please set up according to the above diagram.

2) * Adult traffic control people to be stationed here at all times (see previous diagram). Do not begin nor continue washing without traffic controllers in place. Do not allow vehicles to stop in driveway.

3) Keep cones on marked X's on ground.

4) Please help keep area clean of litter and debris during and after your car wash. Please kookia by cleaning up the area after your car wash fundraiser.

5) DO NOT STAND IN FRONT OR BEHIND OF ANY MOVING VEHICLE, OR ANY VEHICLE WHOSE ENGINE IS RUNNING!

A) Pay particular attention to cars that are pulling into or Out of the wash and drying area.

Always stand to the sides of vehicles.

CAR WASH TIPS

PLEASE DO YOUR PART TO HELP CONSERVE WATER!

- 1. Have a trigger type nozzle that automatically turns off when not in use. A hose, which is left running, can waste up to 500 gallons of water in a half hour.**
- 2. Wash cars sensibly. Give the car a fast once-over with the hose, divide the car into sections and assign groups to specific sections to avoid overlaps in washing. Organize your people so one group does the top, one group does the hood, one group does the sides, and one group does the tires. Use a brief spray of water to rinse off the section, and then do another section.**
- 3. Use the correct amount of cleaning agent added to a bucket of wash water. Too little will make cleaning difficult and will use more wash water. Too much will require an excessive amount of rinse water.**
- 4. Wash cars in a shady area. This will prevent a rapid evaporation of water from the car's surface.**
- 5. Check faucets for leaks. A small leak may waste 100 gallons of water per day.**
- 6. Instead of using a hose, clean sidewalks and driveways with a broom or a rake.**
- 7. Do not allow horseplay with the water.**

**A WELL-MANAGED CAR WASH OPERATION CAN SAVE
OVER 100 GALLONS OF WATER PER CAR!!!**

THE HONOLULU BOARD OF WATER SUPPLY

Supplies checklist for car wash groups:

- 1) “Y” connector for water spicket.
- 2) Two hoses (minimum 25’).
- 3) Two gun type triggers.
- 4) Car wash soap.
- 5) Five gallon buckets (at least 4).
- 6) Small step stool (for reaching top of vans and trucks). Long handled **soft** bristled brushes can substitute for step stools.
- 7) Large hand sponges (at least 10).
- 8) Hard bristled wheel brushes (at least 2).
- 9) Squeegees (at least 4).
- 10) Chamois or water sprite for drying (at least 8). Towels take a long time to dry, so bring plenty if using them.
- 11) Beginning change fund (maybe 20-\$1 bills).
- 12) Change box or fanny pack to hold money.
- 13) Sunscreen and hats.
- 14) Water, drinks and snacks for workers.

We will provide cones for set-up and safety vests for traffic controllers. Ideally, you will have about 8-10 people washing, 8-10 people drying, and 2 - 3 people for traffic control.

Use detergents sparingly, and only those which contain low or no phosphates. (Phosphate is a nutrient, which can contribute to algae blooms). Use only the amount necessary to loosen soil. A rule of thumb is to use no more cleaner than can be rinsed using a five-gallon bucket of rinse water.

The whole day is yours, and we recommend you start no later than 9:00 a.m., and finish no earlier than 3:00 p.m. You may, however, start as early as you wish, and finish as late as you wish.

YOU WILL GET WET! Car washes involve water, and participants shall dress accordingly. Shirts and footwear are required to be worn at all times. Remember, no horse playing!

Suggested going rates for hand car washes are:

Cars -	\$5.00 ~ \$7.00
Trucks and vans -	\$7.00 ~ \$10.00
Custom, special request, or extra large vehicles –	Negotiate on your own.

You can expect to wash between 100-250 cars, so be sure to schedule adequate help.

Do a good job, do it quickly, and keep smiling! The faster you wash, the better job you do, and the friendlier you are, the better your chances are for tips.

You might consider printing pre-sale tickets for your wash. This is a good way to help guarantee your success.

**Do not stand in front or behind of any moving vehicle,
or, any vehicle whose engine is running.**