



TENANT EVENT INFORMATION FORM

Tenant & Event Name: _____

Event Details: Date: _____ Start Time: _____ End Time: _____

Number of Visitors: _____ **floor plate capacity is 440

Contact Name & Phone # During Event: _____

Certificates of Insurance

Catering Vendor: _____ COI Received:

Delivery Vendor: _____ COI Received:

Other Vendor: _____ COI Received:

HVAC

Overtime HVAC Required: From: _____ To: _____ Work Order
Placed:

Cleaning

Special Cleaning Required: _____ Work Order Placed:

**Cleaning requests after 9PM may incur additional charges

Security

Visitors Added to Visitor Access System:

Elevator Doors Unlocked: From: _____ To: _____ Work Order Placed:

Loading Dock Reservation: From: _____ To: _____ Contacted Security:

**Loading dock can be reserved before 8AM & after 6PM; 20 minute maximum during day

**Security detail might be required for freight elevator depending on delivery type/duration

Additional Security Required: _____

Registration Table in Lobby Needed:

*A registration table **"MAY"** be reserved and placed in lobby **IF** visitors are unknown **AND** greater than 50 visitors are expected

*Table should be covered with tablecloth and no food or beverages other than water are allowed

*Signage should be of professional quality & should only have Tenant name and logo branded

*Signage needs to be approved by management in advance

*Tenant is responsible for collecting the names of all visitors who check-in/attend event

*Events need to be scheduled with 48 hours advanced notice

Please contact the Management Office if you have questions about coordinating your event or would like to meet before your event.