



# EIGHTH AVENUE PLACE

Hines

## *Event in Tenant Space*

Date:

Start Time:

End Time:

No. of Attendees:

Event Floor:

Liquor Served:  Y  N

Additional Event License Obtained (if required):

1. Do you require Overtime HVAC and Lights that isn't already currently scheduled (Operating hours are 6AM to 6PM on weekdays)?

2. Do you require any of your doors to be left unlocked after 6:00pm?

3. Do you require a certain floors elevator access to be extended past 6:00pm?

4. Do you want any signage in the Lobby (Property Manager approval required)?

5. Do you have greeters coordinated to provide exterior building access, if required, after 6:00pm (all exterior doors lock at 6:00pm)?

6. Do you require additional cleaning or porter service (to maintain bathrooms, clean up spills, etc.)?

7. Do you require private security?

8. Do you require your regular overnight cleaning to be postponed to later in the evening (so the night cleaners do not interrupt your event)?

9. Will your caterers be using any cooking methods that may potentially set off a smoke detector?

10. Please provide a list of all vendor deliveries and arrival times to me at least 2 days before the event to ensure that they have Service Elevator Access.

11. Parking – will your guests require parking?  Y  N - if yes, please indicate how many validation tickets you might need and in what increments (\$2.00 for parking after 6:00 pm or on weekends, \$35.00 for all day, or \$5.00 per half hour).