

EIGHTH AVENUE PLACE



Event in Tenant Space

Date:	Start Time:	End Time	e:
No. of Attendees:	Event Floor:	Liquor Served: Y	N
Additional Event License Obtained	d (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 doo	rs to be left unlocked	d 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	e Lobby (Property Ma	anager approval required)?	
5. Do you have greeters coordinat 6:00pm (all exterior doors lock at		or building access, if requir	ed, after
6. Do you require additional clean etc.)?	ing or porter service	(to maintain bathrooms, cl	ean up spills,
7. Do you require private security	?		
8. Do you require your regular ove the night cleaners do not interrup		e postponed to later in the	evening (so
9. Will your caterers be using any detector?	cooking methods tha	at may potentially set off a	smoke
10. Please provide a list of all vend the event to ensure that they have			days before
11. Parking – will your guests requivalidation tickets you might need on weekends, \$35.00 for all day, o	and in what increme		