



LOBBY EVENT APPLICATION

Tenant: _____ Tenant Contact: _____

Event Name and Description: _____

Event Date: _____ Event Start/End Time: _____

Lobby Lighting Start/End Time: _____ HVAC Start/End Time (optional): _____

Engineer On-Site During Event Start/End Time (optional): _____

GUIDELINES

- ❖ Lobby Event Fee: \$1,000.00, excluding administrative fee per the terms of the Lease Agreement
 - Includes dedicated janitor for basic cleaning after event, dedicated security officer to ensure compliance with building rules and provide guest assistance, and event coordination with property management.
- ❖ Events may not begin until 6:00p.m. and the lobby must be cleared out by 12:00a.m. (midnight).
- ❖ Lobby lighting:
 - Lighting adjustments can be programmed 72 business hours in advance.
 - No adjustments during event unless an engineer has been previously arranged to be onsite during event.
 - Lighting after 9:00p.m. is subject to charges, based on the current electricity rates.
- ❖ HVAC (Heating Ventilation Air Conditioning) Service is subject to charges, based on current electricity rates. Contact property management for a proposal.
 - No adjustments during event unless an engineer has been previously arranged to be onsite during event.
- ❖ Engineer assistance for lighting or HVAC service is optional and requires 72 hour notice. Subject to charges.
- ❖ Catering Companies:
 - Must supply waste bins for event and remove all waste off-site. Use of building waste bins is prohibited.
 - Recommend use of re-usable or compostable service ware.
 - Contact property management for list of recommended catering companies.
- ❖ No sternos, candles, or open flames are permitted.
- ❖ No music or amplification devices until after 6:00p.m.
- ❖ Lobby furniture may not be moved.
- ❖ Event must be contained within designated public assembly area.

ACTION ITEMS

(Must be completed 1 week prior to event)

- Submit certificate of insurance for ALL vendors.
- Submit access request forms for ALL vendors.
- Test A/V equipment (there are 3-20 amp breakers in the lobby).