



**TENANT SPECIAL EVENT APPROVAL REQUEST**

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

BUILDING ADDRESS AND SUITE NUMBER: \_\_\_\_\_

TENANT CONTACT: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

TYPE/PURPOSE OF EVENT: \_\_\_\_\_

TIME OF DAY (FROM-TO): \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

NAME AND ADDRESS OF CATERER: \_\_\_\_\_

\_\_\_\_\_

**SPECIAL EVENT REQUIREMENTS**

- A) ALL SETUP AND CLEANUP IS THE TENANT'S RESPONSIBILITY.
- B) ANY DAMAGES TO BUILDING OR GROUNDS OR ANY CLEANUP REQUIRED WILL BE AT THE TENANT'S EXPENSE.
- C) IF ALCOHOL IS SERVED, THE TENANT MUST OBTAIN A HOST LIQUOR LIABILITY POLICY TO COVER THE EVENT AND PROVIDE THE LANDLORD WITH A COPY OF THE CERTIFICATE OF INSURANCE WITH THE LANDLORD AND MANAGING AGENT NAMED AS ADDITIONAL INSUREDS PRIOR TO THE DAY OF THE EVENT.
- D) CATERER AND ANY OTHER VENDORS WORKING ON SITE MUST PROVIDE TENANT WITH A CERTIFICATE OF LIABILITY INSURANCE WITH THE LANDLORD AND MANAGING AGENT NAMED AS ADDITIONAL INSUREDS AND A COPY MUST BE GIVEN TO LANDLORD PRIOR TO THE DATE OF THE EVENT.
- E) IF THE TENANT IS USING A TENT, THE TENT MUST BE HELD DOWN WITH SAND BAGS. ABSOLUTELY NO STAKES ARE ALLOWED UNDER ANY CIRCUMSTANCES. TENTS MUST BE SET UP IN THE SOUTH EAST CORNER OF THE PARKING LOT.

TENANT ACKNOWLEDGEMENT OF AND AGREEMENT TO THE ABOVE REQUIREMENTS:

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED TENANT REPRESENTATIVE

\_\_\_\_\_  
NAME OF AUTHORIZED TENANT REPRESENTATIVE

\_\_\_\_\_  
TITLE OF AUTHORIZED TENANT REPRESENTATIVE