

After Hours and Weekend Tenant Event Notice

Complete this form and send to the Security Operations Center at security@themart.com

Five (5) Business Days prior to your event. Security will confirm receipt within 24 hours.

The Service Department will create work order tickets according to After Hour Services indicated below.

Tenant Name _____ Suite # _____

Contact Person _____

Office Phone # _____ Cell Phone # _____

Name of Event _____

Event Details _____

Event Date _____

Start Time _____ End Time _____

No. of Attendees _____

Catering Company _____ Liquor Served Yes _____ No _____

After Hour Services: (applicable charges will apply)

- Off-Hour Ventilation
- Coat Racks, Tables, Chairs, etc.
- Unlock Washrooms (if applicable)
- Corridor Lighting (after 6:00 pm)
- Clean Space, Trash Removal, Gondolas (Recycle/Trash)