

## Tenant Special Event Notice

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Complete this form and send to the Security Operations Center at [security@themart.com](mailto:security@themart.com)

Five (5) Business Days prior to your event. Security will confirm receipt within 24 hours. The Service Dept. will create work order tickets according to Additional 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

Additional Services: (applicable charges will apply)

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