



## After Hours and Weekend Tenant Event Notice

---

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.

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
  
- Unlock Washrooms (if applicable)
  
- Corridor Lighting (after 6:00 pm)
  
- Housekeeping