

Tenant Special Event Notice

Complete this form and send to Security at security@themart.com, five (5) business days prior to your event. Security will confirm receipt within 24 hours and work order requests will be entered accordingly for additional services indicated below.

Tenant Name _____ Suite # _____

Contact Person _____

Office Phone # _____ Cell Phone # _____

Name of Event _____

Event Description _____

Event Date _____ Start Time _____ End Time _____

No. of Attendees _____

Catering Company _____ Liquor Served Yes No

Additional Services: (applicable charges will apply)

☐ Engineering: Holiday / After-Hour Ventilation

☐ Electrical: Corridor Lighting (Holidays / after 6:00 pm)

☐ Dock: Coat Racks-____qty, Tables-____size/____qty, Chairs-____qty,

Additional notes/requests-_____

☐ Security: Unlock Washrooms (if applicable)

☐ Housekeeping: Clean Space, Trash Removal, Gondolas

Insurance requirements and charge-out rates can be found at <http://tenant.mmart.com/>