

THE MART

A VORNADO PROPERTY

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 create work order requests according to 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 _____ Include Event on 1st Floor Kiosk Yes No

Catering Company _____ Liquor Served Yes No

Additional Services: (applicable charges will apply)

Engineering: After-Hour Ventilation

Electrical: Corridor Lighting (after 6:00 pm)

Dock: Coat Racks- ___ qty, Tables- ___ size/ ___ qty, Chairs- ___ qty,

Additional note/requests - _____

Security: Unlock Washrooms (if applicable)

Housekeeping: Clean Space, Trash Removal, Gondolas (Recycle/Trash)

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