



KEEP MOVING FORWARD.

External Tenant Event Approval Form

***FORM MUST BE SUBMITTED 48 HOURS IN ADVANCE, OTHERWISE EVENT WILL NOT BE APPROVED BY MANAGEMENT.**

Tenant Name: _____

Suite: _____

Date of Event: _____

Description of Event: _____

Start Time: _____ End Time: _____

Number of Attendees: _____ Internal: _____ External: _____

Lobby Table Required: Yes No

The Tenant is required to have a manned table in the lobby to check in all visitors, if exceeding 25.

Additional Security: Yes No Number of Hours: _____

Additional Security is required for all afterhours events on multi-tenant floors at \$50/hour, with a 4 hour minimum. If notice is given **less than 48 hours** in advance, a late notice rate of \$75/hour will apply.

Dock Freight Access: Yes No Load In Time: _____ Load Out Time: _____

All deliveries during the day cannot exceed 30 minutes. If deliveries exceed 30 minutes, after-hours dock time must be scheduled. After-hours are 6PM to 6AM, M-F and on weekends, \$50/hour, 4 hour min.

Additional or Delayed Cleaning: Yes No Special Instructions: _____

Additional HVAC: Yes No

Additional HVAC is optional at a rate of \$50/hour/zone.
Building HVAC hours are M-F 7AM-8PM; Saturday 8AM-4PM; no HVAC on Sundays

Please list all outside vendors you plan to use, i.e. catering, table rental, presenters, photography.

1. _____ 3. _____ 5. _____

2. _____ 4. _____ 6. _____

Liquor Served: Yes No

COI on File and Requirements Met: Yes No

All COIs must be submitted **WITH** this form and approved by the Office of the Building 48 hours in advance of your event. Please see the Building's Vendor COI Requirements on its website: 600WestChicago.info.

Tenant Facilities Manager Approval:

Signature: _____ Date: _____

Office of the Building Approval:

Signature: _____ Date: _____