

On-Site Event Form

Please submit the attached form for any events taking place at The Reserve.

1) Name of Tenant: _____

2) Date of Event: _____

3) Estimated # of Guests: _____

4) Time of Event (from/to): _____

5) Area of Event to take place: _____

6) Approximate # of additional vehicles parking: _____

7) Janitorial Cleaning Required? _____

(Note: Landlord will arrange for supplemental staff and bill accordingly. At Landlord's discretion, you may be required to provide Security Staff to monitor the areas.)

8) Hours Parking Gate to be open (from/to:) _____

10) HVAC Requirements: (Note: AC is provided free of charge weekdays from 8:00 A.M. – 6:00 P.M. and from 9 A.M. - 1:00 P.M. on Saturdays.)

HVAC Hours of Programming: _____

11) Big Screen Rental (Times/Programming Required):

12) Additional Notes (include anything Building Management should be made aware of in advance. Examples: caterers, vendor deliveries, bands/djs, etc.)

Emergency Contact Information for On-Site Event Coordinator

Name: _____

Phone #: _____

Thank you for your cooperation.