

Tri·Main center

EVENT REQUEST FORM

Please provide form at least 7 days in advance of event date.

Tenant/Organization Hosting Event _____

Suite # _____ Event Name _____

Event Location _____

Event Date _____ Event Time _____

Delivery Date for Request _____ Set Up Time (delivery of items) _____

Contact Name _____

Phone _____ Email _____

Estimated Number of Guests Attending _____

Tenant or organizations Certificate of Liability must be current and on file.

If not, request one naming Tri-Main Development LP as the additional insured.

Date received: _____

Date/time additional afterhours Security requested: _____

Afterhours security is provided by Vista. The charge to Tenant is \$35/hour.

Security hours are Monday-Friday 7:30am-7:30pm / Saturday 7am to Sunday 4pm / Holidays 8am-8pm.

If Alcohol is to be sold at event:

If so, a signed permit (Tenant responsibility) is required with Landlord's signature.

Date permit is given to Landlord for signature: _____

Jewett Loading Dock unloading time: _____ loading time: _____

Number and size of Tables requested: 8' tables: _____ / 6' tables: _____ / round tables: _____
20-8' tables / 8-6' tables / 2-5' round tables / 6-4' tables available

Number of Chairs requested: _____
90 chairs available (mixed chairs)

Number of Coat racks requested: _____
Two coat racks available

Number of Garbage cans requested: _____
Garbage is required to be in secure plastic bags and put in the compactor on Jewett loading dock.

Number of Recycle Bins requested: _____
Recycling bins are required to be left next to the closest recycling station on the floor.

If main Entry Doors are requested to be open after hours:
Doors can remain open after hours **only** with authorization from the Property Manager.
The building is closed on Sunday and only fob holders have access to enter. If the event is when the building is closed, it is the Tenant's responsibility to plan for opening the door for people coming in for the event.

Additional comments _____

