

Event Holder/"User" Information	
Name of Special Event <i>(if applicable)</i>	
Name of Organization (User)	(Full official/registered name)
Registered Charitable Number <i>(if applicable)</i>	
Organization Address	
Organization Contact	
Organization Telephone	
Organization Cell Phone	
Organization Fax	
Organization Email Address	
Organization Website Address <i>(if applicable)</i>	
Insurance Information	
Do you currently have \$5M in general liability insurance?	<i>(If yes, please outline your current coverage amount)</i>
Tenant Sponsor Information	
<i>(Section only applies to those event holders who have a contact/connection with an individual building tenant/organization)</i>	
Name of Tenant Sponsor	(Name of Organization)
Tenant Sponsor Address	
Tenant Sponsor Contact	
Tenant Sponsor Telephone	
Tenant Sponsor Cell Phone	
Tenant Sponsor Email Address	

Event Request Information	
Requested Event Location <i>(Check select only one)</i>	<input type="checkbox"/> Fifth Avenue Place - Main Floor, by the base of the escalators
	<input type="checkbox"/> Fifth Avenue Place - Plus 15 Level, near the escalators
Requested Event Date(s)	
Requested Event Time(s)	
Event Set-Up/Use of the Area Information	
Purpose of your event	<i>(i.e. what are you promoting, providing information on, etc.)</i>
Please outline, in detail, what and how you will be promoting while on site	<i>(Please include a detailed description of the types of promotional materials, giveaways, etc. that your event may feature)</i>
Please outline, in detail, the types and amounts of signage you will have on site	<i>(May include cloth banners, banner stands, table signage, posters, etc.)</i>
Requested number of tables	
Requested number of chairs	
Requested number of electrical outlets <i>(if applicable)</i>	
Requested number of recycling bins <i>(if applicable)</i>	
Requested number of garbage bins <i>(if applicable)</i>	

Additional Information	
Will you require after-hours set-up?	<i>(If so, please outline your after-hours set-up requirements, [i.e. date/time/loading dock use, etc.])</i>
Will you require access to the loading dock?	<i>(Please outline when you will require access for unload/take-down)</i>
Other requirements and/or event information	<i>(Please list any other requirements your organization or event may have while on site)</i>

Please forward your completed Special Event Application to the following **Brookfield Properties Marketing**

Representative: Carol Hughes, Marketing and Events Coordinator – Fifth Avenue Place

Email: Carol.Hughes@brookfieldproperties.com

Fax: 403.770.2370