

# THE GAS COMPANY TOWER

## SPECIAL EVENT NOTIFICATION

### EVENT INFORMATION

Location of Event:  Tenant Suite

Suite #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

### EVENT CONTACT

Tenant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Billing Info: \_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

### EVENT FORMAT & SPECIAL REQUESTS

**EVENT FORMAT** - include Organization only if different from Tenant

Organization: \_\_\_\_\_

Purpose (check one):  - Meeting  - Reception  Other: Training Class

# of Attendees: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Entertainment: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Decorations: \_\_\_\_\_

Special Requirements/Requests: \_\_\_\_\_

### BUILDING SERVICES REQUIRED

**ENGINEERS**  # Required Cost: \$60.00 per hour regular time; (4) hours minimum  
*Special Requirements:* \_\_\_\_\_

**PARKING (Valet)**  # Required Cost: \$25.00 per hour regular time; (4) hours minimum  
*Special Requirements:* \_\_\_\_\_

**SECURITY**  # Required Cost: \$35.00 per hour regular time; (4) hours minimum  
*Special Requirements:* \_\_\_\_\_

**JANITORIAL**  # Required Cost: \$35.00 per hour regular time; (1/2) hour minimum  
*Special Requirements:* \_\_\_\_\_

**SERVICE ELEVATOR** \*-Generate an Angus Work Order #

**Building Management Office must be notified 15 business days prior to event**

\_\_\_\_\_  Approved  Not Approved

Authorized Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ **Building Management Approval**

### For Building Management Use Only:

<p>Distribututed to: <input type="checkbox"/> BMO <input type="checkbox"/> Parking</p> <p><input type="checkbox"/> Engineering <input type="checkbox"/> Security</p> <p><input type="checkbox"/> Janitorial</p>	<p><input type="checkbox"/> Insurance Received</p>
---	--