

TENANT PARTY POLICY FORM

Please complete this form and return to the Management Office at least four weeks before your company would be hosting a party in your office.

DATE OF PARTY: _____

TIME OF PARTY: _____

APPROXIMATE NUMBER OF GUESTS: _____

WILL THERE BE ALCOHOL SERVED? **Yes** ____ **No** ____

- If yes, an additional insurance binder from your insurance carrier will be required to be forwarded to the Management office prior to the event, evidencing that liquor coverage insurance is part of your company's insurance policy in the amounts as specified in your Lease.

WILL YOU HAVE A BAND PLAYING? **Yes** ____ **No** ____

WILL YOUR CATERING COMPANY HAVE SPECIAL ELECTRICAL REQUIREMENTS? **Yes** ____ **No** ____

WILL IT BE NECESSARY TO REQUEST ADDITIONAL HVAC DURING THIS PARTY? **Yes** ____ **No** ____

- If yes and additional HVAC will be required for this event, there is a charge of **\$75/hour** that will be billed on your rental statement.

NAME OF THE TENANT PARTY COORDINATOR: _____

PHONE NUMBER: _____

WILL ADDITIONAL SPACE ON THE FLOOR OF YOUR SUITE OR IN THE BUILDING BE NEEDED, IF AVAILABLE? **Yes** ____ **No** ____

With the above information, our office will be coordinating the following:

1. Alerting our janitors to delay cleaning of your suite that night.
2. Coordinating special parking needs depending on the number of guests and the time of their arrival.
3. Letting tenants on your floor know of this event.

Accessing guests into the building after normal hours is the Tenant's responsibility. Additionally, doors may not be propped open (unattended) at any time after hours

Return this form to:

Patty Sousa
Assistant Property Manager
5570 DTC Parkway, Ste. 150
Greenwood Village, CO 80111
Email: psousa@dunton-commercial.com
Phone: 720-673-8132
Fax: 303-758-3293