



# EVENT REQUEST INTAKE FORM

(During office hours: M-F 8 AM to 5 PM)  
Return form to Steph.Chiaramonte@transwestern.com

Organizer Name: \_\_\_\_\_

Budget Owner Name: \_\_\_\_\_

Email(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Proposed Event Date: \_\_\_\_\_

Event Start & End Time: \_\_\_\_\_

Total Rental Time (includes setup and breakdown): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Do all attendees have GPC access cards, or are they outside visitors?: \_\_\_\_\_

Will guests utilize the GPC parking garage?: \_\_\_\_\_

Any A/V requirements?: \_\_\_\_\_

## CATERING:

Caterer's Name/Contact Info (if available): \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Delivery Location: The loading dock (standard policy - please register your catering information into VMS upon approval of event).

Will alcohol be served during the event? \_\_\_\_\_

*If yes, an additional security officer is required at an hourly rate (4-hour minimum). Property management will coordinate coverage.*

Is there a current COI on file? \_\_\_\_\_



# LOBBY SIGNAGE REQUEST:

Proposed Location(s) for Signage Display: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date \_\_\_\_\_

Proposed Signage Verbiage \_\_\_\_\_

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Please provide a proof or rough draft of the signage you plan to display.

## AFTER-HOURS EVENT NOTES:

Monday - Friday (6 PM - 8 AM)

Saturdays - Sundays (1 PM Saturday - 8 AM Monday)

### **AFTER-HOURS HVAC:**

Request through Corrigo if the event falls within the timeframes below. Hourly rate is tenant-specific based on lease language.

Monday - Friday: 6 PM until 6 AM

Weekends: 1 PM Saturday - 6 AM Monday

### **JANITORIAL:**

For events requiring a dedicated porter for cleanup between 2-3 meals, or events that run beyond 9 PM. Requires 1-week advance notice for coordinating purposes. Property management will arrange coverage.

### **SECURITY:**

An additional security officer is required for after-hours and weekend events when an onsite representative is not available to assist with access. If alcohol is served, an officer is required. Requires 1-week advance notice for coordinating purposes. Property management will arrange coverage.

### **PARKING:**

The parking garage closes at **7 PM** for visitors. Attendant assists with garage ingress and egress after-hours. This is the only way for visitors to exit after-hours is through the Courtland location. Requires 1-week advance notice for coordinating purposes.