

Event Request

Date of Request: ___/___/___ Requesting Party: _____

Email: _____ Cell: _____ Print Name: _____

Address: _____

Unit #: _____ Event Name: _____ Event Date: ___/___/20___

Event Start Time: _____ **AM or PM** Event End Time: _____ **AM or PM**

Anticipated number of people attending: _____

Anticipated number of Parking needed: _____

Will this event take place (Check): **In the space** or **In the parking lot**

Description of Purpose and Benefit of the Event:

Who is responsible for clean up after event?:

First and Last Name: _____ Cell: _____ Email: _____

Please submit Event Flyer or the Event Marketing.

- If any property damage occurs during/resulting from the event, the tenant holding the event will be held responsible.
- The tenant holding the event must maintain the park's cleanliness during and after the event.
- The event must be controlled by the hosting tenant or those employed by the hosting tenant for the entire duration of the event.
- If any complaints from neighbors or neighboring tenants are received, this may result in the landlord disallowing the tenant that is holding the event to hold any future events.
- The tenant holding the event is responsible for discarding any trash accumulated during or from the event at their own discretion off the premises. Failure to do so will result in fines to be determined by the landlord accrued until the park is restored back to its original state of cleanliness it was in prior to the event.

For Office Use Only:

Owner's representative who received this notice: _____

Date notice was received: _____ Signature/Initials: _____

(Check): The landlord **Approved** or **Denied**.