

WATERFRONT PLAZA

After-Hours Service Request Form

Tenant: _____

Bldg & Suite: _____

Phone: _____

Fax: _____

Email: _____

STANDARD BUILDING HOURS	
A/C & LIGHTS	
Monday - Friday	7:00am - 6:00pm
'Saturday On Demand'	8:00am - 12noon*
*Tenants must notify Management to turn on 'Saturday on Demand'. <u>No charge</u> will be applied for this service.	
Sunday & Building Holidays	None

Check all boxes that apply:

'SATURDAY ON DEMAND'

Date: _____ Bldg: _____ Floor: _____

Security sign-off _____

Security sign-off _____

ALL OTHER AFTER-HOUR REQUESTS

Date: _____ Bldg: _____ Floor: _____

****AIR CONDITIONING**

Hours: _____ a.m. / p.m.

TO: _____ a.m. / p.m.

Security sign-off _____

Security sign-off _____

**Notice must be provided at least 48 hours prior to the event.

***After-Hours Air Conditioning will be at a rate of \$40 per hour.

Tenant's Authorized Representative

Printed Name of Representative

Date

# of Hours:	_____
Hourly Rate:	_____
Subtotal:	_____
4.712% GET:	_____
Total:	_____