



# LOBBY EVENT FORM

*Please complete all areas. If you need assistance with the form, please contact us at (808) 545-7500.* ***Reservation Charge: $100/hour plus tax, (minimum 2 hours.)***

*Fax completed form to (808) 523-6008 or deliver to ASB Tower Suite 750.*

|  |  |  |
| --- | --- | --- |
| Tenant Name: | | Suite No. |
| Tenant Contact/Event Coordinator: | | |
| Phone No. | Fax No. | |
| Type of Event: | Date of Event: | |
| Event Location:  Second Floor Lobby Level Gallery | | |
| Event Start Time: | Event End Time: | |
| Expected No. of Guests: | | |

|  |
| --- |
| Restrooms:  Unlock Lobby Level Restrooms: YES NO |
| Electricity:  Use of Electrical Outlets: YES NO  *Note: See attached lobby diagram for location of electrical outlets.* |
| Number of Trashcans required for your event: |
| Number of Tables Required: Tenant/Customer provides. |
| Number of Chairs Required: Same |

**Outside Contractors\*:**

|  |  |  |  |
| --- | --- | --- | --- |
| CATERER: | No | Yes | Name: |
| CATERER: | No | Yes | Name: |
| CATERER: | No | Yes | Name: |

|  |  |  |  |
| --- | --- | --- | --- |
| PARTY SUPPLIER: No | Yes | | Name: |
| ENTERTAINMENT No | Yes | | Name: |
| ENTERTAINMENT No | Yes | | Name: |
| ENTERTAINMENT No | Yes | | Name: |
| WILL ALCOHOL BE SERVED: | No | | Yes |
| HOST? | | NO HOST? | |

## **INSURANCE:**

|  |  |
| --- | --- |
| TENANT | Tenant must provide an updated Certificate of Insurance which covers all areas of the planned event. |
|  | Host Liquor Liability Insurance required if alcohol will be provided and served at event. |
| \*CONTRACTORS | Tenant must provide an updated Certificate of Insurance that covers all areas of the planned event. |
|  | Host Liquor Liability Insurance required if alcohol will be provided and or served by caterer. |
|  | All insurance certificates must state the following as Additional Insurers: Owner: Douglas Emmett 2010, LLC, dba Bishop Square Owner: Douglas Emmett, Inc.  Owner: Douglas Emmett Management, Inc. Managing Agent: Douglas Emmett Management Hawaii, LLC Owner: Douglas Emmett Properties, LP  Managing Agent: Douglas Emmett Management Hawaii, LLC |

**DELIVERIES:**

All materials/equipment/food, etc. must be delivered to the building via the freight elevator. Large deliveries must be scheduled through the Management Office (545-7500) to reserve the freight elevator.

Freight Elevator Reservations:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **TIME** | **CONTRATOR** | **PURPOSE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Freight Elevator not needed.

## **AIR CONDITIONING:**

The building’s air conditioning system operates as follows:

Monday – Friday 7:00 a.m. – 6:00 p.m. Saturday 7:00 a.m. – 1:00 p.m.

Additional air conditioning requirements can be prescheduled through the management office (545-7500). ***COST $55 PER HOUR PER FLOOR PLUS TAX, Minimum 2 hours.***

Air Conditioning Request:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **START TIME** | **LENGTH OF TIME** | **FLOOR** |
|  |  |  |  |
|  |  |  |  |
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After Hours Air Conditioning not needed.

## **LOBBY LIGHTING**

The lobby level lights are automatically turned off at 10:00 p.m. Monday - Friday. Additional lobby lighting requirements can be prescheduled through the management office (545-7500).

Lighting Request:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **START TIME** | **LENGTH OF TIME** | **FLOOR** |
|  |  |  |  |
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|  |  |  |  |

Additional Lobby Lighting not needed.

## **JANITORIAL SERVICES**

Janitorial service outside of the regular schedule can be prearranged through the management office (545-7500). ***COST $65 per hour per space / floor minimum 2 hours.***

Janitorial Services Request:

|  |  |  |
| --- | --- | --- |
| **DATE** | **START TIME** | **AREA** |
|  |  |  |
|  |  |  |
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Janitorial Services can be performed during normal schedule.

## **PARKING:**

Estimated number of cars for guests who will park in the building:

Select one of the following:

Tenant will provide validation stamps for their guests.

Guest will pay for parking at regular (published) rates.

Tenant will use a company stamp to validate parking tickets and charges will be invoiced to tenant at validated rates.

## **SECURITY:**

Additional security requirements can be prescheduled through the management office (545- 7500). ***COST $65 PER HOUR minimum 4 hours.***

# For all events with excess of 25 guests or in an area other than your suite, Security is required for the entire term of the event.

Security Services Janitorial Services Request:

|  |  |  |  |
| --- | --- | --- | --- |
| **LOCATION** | **DATE** | **START TIME** | **LENGTH OF TIME** |
|  |  |  |  |
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|  |  |  |  |

# The building may require that due to event size and time, certain services may be required by the building.

**ADDITIONAL COMMENTS OR REQUIREMENTS FROM TENANT FOR THIS EVENT:**

* No cooking or open flames allowed.
* Do not block any fire doors including the lobby / gallery fire doors.
* Double check power requirements / capacity in advance. There are 18 outlets throughout the lobby/gallery area.

For events in your suite after building hours, someone from your office must be available to escort your guests up to your floor as the elevator will be secured.

* The lobby grand staircase is a fire exit and must be kept clear.
* All items (stages, chairs, tables, etc.) placed on the lobby floors must have a rubber base or be put on carpet.
* Clean up and trash removals are the tenant’s responsibility – mop all water / liquids off floors.
* The gallery fire doors must be kept clear.

Approved and authorized by **TENANT**:

Signature: Date:

Print Name:

***Note: Tenant/Customer and vendor (s) will be required to conduct a walkthrough of the lobby with building management prior to the date of request.***

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| --- |
| **MANAGEMENT USE ONLY** |
| Approved and authorized by:  Signature: Date: Print Name: |