AFTER HOURS AIR CONDITIONING

**Form CT-07 Bishop Square**

*To request after-hours air-conditioning, please* complete *this form, have an authorized person sign it and submit it to the Office of the Building at least one business day/24-hours prior to date of request*.

**Please note that there is an hourly charge of $55.00 with a 2-hour minimum, and is subject to change without notice.**

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| **ONE TIME REQUESTS** |
| **Suite** | **Date** | **Start Time** | **End Time** |
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| **Tenant Name:** |  | **Tower:** ASB Pauahi |
| **Suite No.:** |  | **Date:** |
| **Email:** |  | **Phone #:** |

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| **RECURRING REQUESTS** |
| **Suite** | **Day of Week/Date(s)** | **Start Time** | **End Time** |
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Your account will be billed in accordance with our standard practices for the requested services.

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If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

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| **Tenant Authorized Person:** | Signature: |  |
| Type/print name & title: |  |

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| **BUILDING MANAGEMENT USE ONLY** |
| **Amount due:** | $ | **TLA #:** |
| **Signature:** | **Date:** |

***Please remember to inform us promptly if there are any changes.***

If you have any questions, please contact the Office of the Building:

Phone: (808) 545-7500 **~**

Fax: 808-523-6008 **~**

Email: bishopsquare@douglasemmett.com

1001 Bishop Street, Suite 750, Honolulu, HI 96813

**Revised 05/22**