

ENBRIDGE CENTRE

Event in Tenant Space

10175 101 Street NW, Edmonton AB T5J0H3 | 780-426-6088

Date: _____ Start Time: _____ End Time: _____

Number of Attendees: _____ Event Floor: _____ Liquor Served: Y N

Additional Event License Obtained (if required): _____

1. Do you require Overtime HVAC and Lights?

2. Do you require the front doors to be unlocked until a certain time (approved by Property Management)?

3. Do you have greeters coordinated to provide access to tenant floor?

4. Do you require additional cleaning or porter service (to maintain bathroom, clean up spills, etc.)?

5. Do you require private security?

6. Do you require you regular overnight cleaning to be postponed to later in the evening?

7. Will your caterers be using any cooking methods that may potentially set off a smoke detector?

8. Please provide a list of all vendor deliveries and arrival times to Enbridge.Centre@hines.com at a minimum of 5 business days before the event to ensure that they have Service Elevator Access.

