



The Swig Company
 444 Castro Street, Suite 302
 Mountain View, CA 94041
 Tel. 650.969.3871- Fax.650.969.3873

Please complete the following form and return to the Management Office. If you have any questions, please contact Property Management at 650-969-3871.

TODAY'S DATE		_____
TENANT EVENT CONTACT / PHONE NUMBER :		_____
COMPANY NAME:		_____
ADDRESS:		_____
EVENT NAME / DESCRIPTION:		_____
REQUESTED LOCATION OF EVENT:		_____
REQUESTED DATE:		_____
REQUESTED TIME:	Start:	End: _____
APPROX. # OF GUESTS EXPECTED :		_____

ADDITIONAL SERVICES REQUESTED:

BUILDING ENGINEERING SERVICES
 (Requires 10 days advanced notice)

	START	END
Extended HVAC Required	_____	_____
Extended Lighting Required	_____	_____

Notes: _____

BUILDING JANITORIAL SERVICES

	TIME
Delay janitorial services to:	_____
Extend janitorial services to:	_____
Interior glass cleaning:	_____
Carpet cleaning:	_____
Restroom Clean/Stock:	_____

Notes: _____

SECURITY:

(4 hours minimum) Time (Start) Time (End)

PROPERTY MANAGEMENT / SECURITY

Will guest list be provided? (Circle one)	YES _____	NO _____
Will greeter be provided in the lobby? (Circle one)	YES _____	NO _____
Elevator Reservation Needed?	Time (Start) _____	Time (End) _____
Date(s):	_____	_____
Lay Out Plan attached (Circle one)	YES _____	NO _____
Vendor List Attached: (Circle one)	YES _____	NO _____

OFFICE USE ONLY
Work Order / Service Request #s:

ER Made By:

Important: All vendors must provide proof of insurance, including Liquor Liability if applicable, in accordance with the Building's requirements, including naming the appropriate Certificate Holder as additional insured.

AUTHORIZED SIGNATURE FOR BILLABLE SERVICES:

 Signed

 Print Name

 Date Submitted