

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 \$80.00 for after-hours use of A/C and a two hour minimum. A/C hourly charge is subject to change without notice.

Tenant Name:		Contact Phone #:
Suite No.:		Date:

ONE TIME REQUESTS

Suite	Date	Start Time	End Time

RECURRING REQUESTS

Suite	Day of Week/Date(s)	Start Time	End Time

Your account will be billed in accordance with our standard practices for the requested services. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

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

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: 808-599-5009 Fax: 808-599-5211 Email: bishopmgmt@douglasemmett.com
1132 Bishop Street, Suite 1404, Honolulu, HI 96813