



## OFFICE EVENT FORM

If you have any questions please feel free to contact our office at (808) 599-5009.  
Submit completed form either by: e- mail at [bishopmgmt@douglasemmett.com](mailto:bishopmgmt@douglasemmett.com);  
Fax to: (808) 599-5211; or drop off at Suite #1404.

TENANT NAME:	DATE:
CONTACT / EVENT COORDINATOR:	
PHONE NO.:	FAX NO.:

NAME OF EVENT:	DATE OF EVENT:
SET UP TIME:	BREAKDOWN TIME:
EVENT START TIME:	EVENT END TIME:
TYPE OF EVENT: ART GALLERY RECEPTION <input type="checkbox"/> FIRST FRIDAY <input type="checkbox"/> OTHER <input type="checkbox"/>	
DESCRIPTION OF EVENT: Please describe your event in the space provided below:	
Expected No. of Guests:	

<b>RESTROOMS:</b> Tenant must provide their guests with their floor restroom keys. Do <b>not</b> leave the restrooms unlocked at any time.
<b>ELECTRICITY:</b> Use of Electrical Outlets: YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>TRASH CANS:</b> Number of Trashcans required for your event:
<b>EXTRA TRASH BAGS:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
Number of Chairs Required:
Number of Tables Required:

**OUTSIDE CONTRACTORS:**

CATERER: YES  NO  Name: \_\_\_\_\_  
PARTY SUPPLIER: YES  NO  Name: \_\_\_\_\_  
Other: YES  NO  Name: \_\_\_\_\_

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**INSURANCE:**

VENDORS: Must provide an updated Certificate of Insurance (COI) that covers all areas of the planned event. The certificate must show:

Insurance Limits:

General Liability Insurance \$1,000,000 per Occurrence / \$2,000,000 Aggregate including personal injury, broad from property damage, and contractual liability coverage.

Additional Insured:

Landlord: DEG, LLC  
Manager: Douglas Emmett Management Hawaii, LLC Asset  
Manager: Douglas Emmett Management, Inc.

Certificate Holder:

Douglas Emmett Management Hawaii, LLC  
1132 Bishop Street, Suite 1404  
Honolulu, Hawaii 96813

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**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 (599-5009) to reserve the freight elevator.

Freight Elevator **NOT** needed.

Freight Elevator Reservations:

DATE	TIME	CONTRACTOR	PURPOSE

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**AIR CONDITIONING:**

After Hours Air Conditioning **NOT** needed.

The building's air conditioning system operates as follows:

Monday – Friday: 6:30 a.m. – 6:30 p.m.      Saturday: 8:00 a.m. – 2:00 p.m.

After hours air conditioning can be prescheduled through the management office at 599-5009.

**COST IS \$90.00 PER HOUR**

After-hours A/C Request:

DATE	START TIME	LENGTH OF TIME	FLOOR

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**JANITORIAL SERVICES**

Nightly janitorial services are performed as follows:

Monday-Thursday: 8:00am - 9:00pm      Sunday: 4:00pm – 9:00pm

If you require additional services that are not currently provided please contact the Building Management Office, to discuss possible special arrangements. **These services will be billed at an hourly rate, which is subject to change from time to time.**

Janitorial Services Requested:

DATE	START TIME	END TIME

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**PARKING:**

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

Valets (Regular hours of operation: Monday - Friday):

All Levels: 7:00 am – 7:00 pm

For 1–25 cars, one valet required; For 26–50 cars, two valets required; For 51–75 cars, three valets required; For 76–100 cars, four valets required.

**VALET SERVICE IS \$35 per hour/per level**

Parking Services Request:

LOCATION	DATE	START TIME	LENGTH OF TIME

**SECURITY:**

Building security is on property dedicated to building operations 24 hours a day – 7 days a week.

\*Additional security requirements can be prescheduled through the management office (599-5009).

**COST IS \$50.00 PER HOUR**

Security Services Request:

LOCATION	DATE	START TIME	LENGTH OF TIME

\*Certain services may be required by the building due to event size and/or time.

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

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- No alcohol beverages.
- No cooking or open flames allowed.
- Do not block any fire doors. Do not unlock restroom doors.
- Double check power requirements/capacity in advance.
- Table cloths are required on all tables.
- Clean up and trash removal are the tenant's responsibility – mop all water/liquid's off floors.

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Requests and charges are approved and authorized by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**MANAGEMENT USE ONLY**

Approved and authorized by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_