

TENANT TOPIC: TENANT EVENTS



Please provide the items listed under the applicable meeting/event type that will be held in your suite.

Depending on the event, you may be asked to fill out the Special Events Form found on our www.101mont.com website found [here](#).

ALL MEETINGS/EVENTS:

Please provide the following to Building Management:

- Date and time of the event
- Name and nature of the event
- Alphabetized guest list
- Name(s) of caterers, florists, furniture rental, etc. who will be entering the building to accommodate said special event or party.
- A contact name and number of someone the lobby can reach during the event for any issues that may arise.
- HVAC is not provided starting 6:00 pm on weeknights and all day on weekends. If HVAC is required, please submit a request through the Angus Work Order system at least 24 business hours in advance. An additional fee will be incurred.

Please provide the following to your guests:

- A tenant contact name and number of someone who will be on-site at the event in case the guest arrives when the guard has stepped away from the lobby. Your guest will not be able to enter the building if they arrive when the guard is not present.
- Alternatively, you may hire a secondary guard which would guarantee that they will be present during the entire duration of the event. Minimum cost will be \$198* for 4 hours.

MEETINGS/EVENTS: Less than 20 guests

- The lobby attendant will check your guests' ID against the guest list and provide them with elevator access accordingly.

MEETINGS/EVENTS: 20 or more guests

- A representative must meet your guests at the lobby and provide your guests with elevator access at the start of your event.
- Alternatively, you may hire a secondary guard to check your guests' ID against the guest list and provide them with elevator access accordingly. This secondary guard can be requested through Building Management and will incur a cost of \$198*

*Cost is subject to change.