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|  | **Special Event Notification** |

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| **AGENCY/TENANT** | Click here to enter text. |
| **EVENT SUPERVISOR** | Click here to enter text. |
| **PHONE NUMBER** | Click here to enter text. |
| **EMAIL** | Click here to enter text. |
| **CONTACT DURING EVENT**  **(if different from supervisor)** | Click here to enter text. |
| **PHONE NUMBER** | Click here to enter text. |
| **EVENT LOCATION** | Click here to enter text. |
| **EVENT DESCRIPTION** | Click here to enter text. |
| **DATE OF EVENT** | Click here to enter text. |
| **SET UP TIME** | Click here to enter text. |
| **START TIME** | Click here to enter text. |
| **END TIME** | Click here to enter text. |
| Event organizers are responsible for event clean-up including tools, staff, and supplies. Tear down and clean-up must be completed by stated end of event time. | |
| **NUMBER OF GUESTS** | Click here to enter text. |
| **Will a Public Assembly permit be required?** | Click here to enter text. |
| **Will alley ways be used for access to event?** | Click here to enter text. |
| **Will special elevator requests be made?** | Click here to enter text. |
| **Will the event be advertised outside of the premises?** | Click here to enter text. |
| **Will the glass partition be deployed?** | Click here to enter text. |
| **Will food or drinks be served?** | Click here to enter text. |
| **IF yes, will alcoholic beverages be served?** | Click here to enter text. |
| The above information is required to schedule notification. Please complete and email to [kerri](mailto:kerri)@heckscherbuilding.org or return to room B14 at least **2 weeks prior to your planned event**. If the event requires a Temporary Public Assembly Permit, please provide **6 weeks notification**.  **PLEASE NOTE:**  **Lighting:** The Lobby may not at any time have lights dimmed, lowered, or powered off.  **Alcohol:** With few exceptions, NO alcoholic beverages may be served at any Heckscher building event. All building rules stated in the building manual must be adhered to.  **Floor Plans:** Attach lobby floor plan diagram when tables, chairs, etc. will be set up. | |
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| **Date Issued** | Click here to enter text. |