

1 MANHATTAN WEST 53RD FLOOR EVENT REQUEST FORM

Please complete the following form as thoroughly as possible. Your Workplace Team will be in touch shortly to confirm.

Important: Because Brookfield's offices are not public event spaces, each request is reviewed for an internal business purpose or, for events with non-Brookfield attendees, a direct tie to an increase in Brookfield Place New York revenue and/or consumer traffic.

EVENT OVERVIEW

Host Employee: _____ Contact for approval (if different): _____

Business Unit: _____

Event Date: _____ Start Time: _____ End Time: _____

Estimated # of guests: _____ Budget: _____

EVENT INFORMATION

Event Type (investor meeting, luncheon, birthday, etc.): _____

Event Title: _____

Addition Space Requirements (chairs, tables, decorations, etc.) _____

Anything else? _____

CATERING

Type: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Hors d'oeuvres ☐ Bar service

Service: ☐ Drop Off only ☐ Set up/Clean up ☐ Full Service

Cutlery: ☐ China ☐ Paper/Plastic

Preferred Caterer: _____

Please describe your desired menu: _____

BILLING

Project ID: _____ Cost Code: _____

Proration Code (if applicable): _____ Job ID (if applicable): _____

Comments: _____

Third Party Assistance

Depending on space availability and/or the number of meetings and other events taking place in the workspace, the Workplace Team may source a third-party event coordinator, at the expense of the hosting business unit/department, to assist with the event.

Temporary Place of Assembly Permits & Filing

Events that exceed our allowed space capacity of 235 people and/or contains changes to the original floor plan, require a TPA permit. This must be created and sent to the Department of Buildings (DOB) for filing at least 2-3 months prior to the event. To file, you will need to detail the number of people attending, the layout of atypical items (bars, lectern, tables, curtains etc.) and the hours of the event.

- Cost: \$1,500 - \$2,600

FDNY Floor Inspections

If a TPA permit has been filed, the FDNY will inspect the layout on the day of the event..

- Cost: \$500

Fire Guards

A fire guard must be on site for all events which include the use of open flame. One fire guard is required per 100 guests and there is a minimum of four hours charged per guard.

- Cost: \$39.21/hr

Cleaning

ABM bills for all event and overtime cleaning services before, during, and after an event. Additionally this also includes overtime freight elevator charges in the case of furniture removal and replacement.

- Cost: \$54.36/hr

Overtime HVAC

If an event time is anywhere between the hours of 6pm to 8am then there is a charge for the overtime use of the air conditioner. The price is based on the time of the year. Contact the building office for more information.

- Cost:
 - Overtime air is currently \$100/hr
 - Security guard is \$85/ hr
 - Engineer is \$149/hr

Furniture Removal or Movement

Furniture disassembly or movement/storage must take place after hours and arranged via Office Services.

- Cost: Determined based on the size of the event and requests of the event host.

Drapery

Based on host preference, drapes may be used for large events in the Hub.

- Cost: Determined based on the size of the event and requests of the event host.

Floral Arrangements

- Cost: Determined based on the size of the event and requests of the event host.