

EXHIBIT B

REQUEST FOR USE OF COMMON AREA

REQUEST FOR USE OF COMMON AREA

Date of Request: _____

Landlord/Owner: _____

Tenant/Requestor: _____

Property Location: _____

Event Description: _____

Proposed Plan for Security & Cleaning: _____

Date of Event: _____

Hours of Event: (to include set-up and take down): _____

Location at Property (see attached map): _____

Number of Attendees: _____

Open to the Public? YES NO

Food and/or Beverages? YES NO

If YES:

• Will food be prepared on site? YES NO

• Please describe: _____

• Will alcohol be served? YES NO

• Please describe: _____

• Will attendees be charged for alcohol? YES NO

- Is alcohol license or permit required? YES NO
- Does caterer have alcohol license or permit: YES NO N/A

Other Amenities (tent, booths, band, food trucks, bounce house, etc.): _____

Other Event Details or Special Circumstances: _____

The undersigned certifies that the foregoing is true, accurate and complete and he/she is duly authorized to sign and submit this request on behalf of the Tenant/Requestor named above.

[INSERT NAME OF TENANT/REQUESTOR]

By: _____

Name: _____

Title: _____

Date: _____