

To request after-hours air-conditioning, please complete this form, have an authorized person sign it and submit it to our Office of the Building at least one business day/24-hours prior to date of request. Please note that there is an hourly charge of \$120.00 per hour for after-hours use of A/C and a four hour minimum. Standard A/C hours: Monday – Friday: 8:00 AM to 6:00 PM, Saturday 9:00 AM to 1:00 PM (by Request Only via this form).

Tenant Name:		Contact Phone #:
Suite No.:		Date:

ONE TIME REQUESTS			
Suite	Date	Start Time	End Time

RECURRING REQUESTS			
Suite	Day of Week/Date(s)	Start Time	End Time

Your account will be billed in accordance with our standard practices for the requested services, including a 15% administrative fee on third party charges. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

Tenant Authorized Person:	Signature:	
	Type/Print name & title:	

BUILDING MANAGEMENT USE ONLY		
Amount due:	\$	TLA #:
Signature:		Date:

Please remember to inform us promptly if there are any changes

If you have any questions, please contact the Office of the Building:
 Phone: 323-653-8383 Fax: 323-653-2967 Email: 8383wilshire@douglasemmett.com
 8383 Wilshire Boulevard, Suite 340, Beverly Hills, CA 90211