



PACIFIC GUARDIAN CENTER

737 BISHOP STREET / MAUKA TOWER • 733 BISHOP STREET / MAKAI TOWER • 735 BISHOP STREET / DILLINGHAM TRANSPORTATION BUILDING

*E-mail the form to pgcadmin@avisonyoung.com

TENANT REQUEST FORM

Please complete and return to Building Management Office, Makai Tower, Suite 1270

TENANT NAME: _____

SUITE # _____ [] MAKAI TOWER [] MAUKA TOWER [] DTB

CONTACT PERSON: _____ PHONE: _____

TYPE OF REQUEST (PLEASE CHECK ALL BOXES THAT APPLY): Move-In[] Move-Out[] Other[]

Loading Dock[] Freight Elevator[] Suite Access[] Rooftop Access[] Electric Closet[]

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

REASON FOR REQUEST/CONTRACTOR/SUB/VENDOR NAME:

All requests must be submitted to and/or approved in writing by Building Management Office **at least 72 hours in advance**. Loading dock and freight elevator reservations available for a maximum of two hours. Please plan accordingly. Telephone Closet Access requires a separate Request Form and approvals.

LOADING DOCK & FREIGHT ELEVATOR INFORMATION (No Vehicle Parking)

NAME OF COMPANY AND CONTACT INFORMATION: _____

TYPE OF VEHICLE/S: _____ NUMBER OF VEHICLE/S: _____

Loading Dock & Freight hours of operation: Monday- Friday: 7:00am-11:30am and 1:30pm-7:00am
(not permitted between 11:30am -1:30pm)
Saturday: After 1:00pm
Sunday: Anytime

REMINDER!!! - In accordance with your lease, (i) all of your contractors and vendors performing work within the Pacific Guardian Center are required to provide evidence of insurance coverage satisfactory to the Landlord, including, without limitation, naming Landlord as additional insured on all liability policies, and (ii) you are responsible for all acts or negligence of your contractors and vendors and you will indemnify, defend and hold the Landlord harmless from all claims arising from any of your acts or negligence and/or any acts or negligence of any of your contractors, vendors, agents and employees.

Landlord shall, in no case, be liable for damages for any error with regard to the admission to or exclusion from the Pacific Guardian Center of any person(s). Additionally, the admission of your contractors and vendors within the Pacific Guardian Center shall not be construed as a waiver of any rights of the Landlord to specifically enforce the terms of your lease."

Tenant's Authorized Representative

Date