

**LV Gramercy Owner LP c/o The Koll Company**  
**6029 S. Fort Apache Road #100 - Las Vegas, NV 89148**  
**Phone (702) 982-1700**  
**Email: rsuo@skrres.com or sdugan@skrres.com**

**EVENT REQUEST FORM**

Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will be doing all the set up and clean up?

Will this event take place  
in any Common Areas?  Yes  No

If the answer is yes, please attach a map  
highlighting the area to be used.

If the event is being held outdoors what backup plan do you have in affect in the event of bad weather? Please be specific.

# of People Expected to Attend: \_\_\_\_\_

What type of promotion or advertising is being done for this event: \_\_\_\_\_

1) Will you be serving food?  Yes  No Type of food being served: \_\_\_\_\_

Where will you be serving the food? \_\_\_\_\_

Caterer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

2) Will you be serving alcohol?  Yes  No Type of alcohol being served: \_\_\_\_\_

Where will you be serving the alcohol? \_\_\_\_\_

Caterer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

3) Will you be providing  
entertainment?  Yes  No Type of entertainment: \_\_\_\_\_

Where will you be setting up the entertainment? \_\_\_\_\_

Entertainers

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Will you a need water hook-up?  Yes  No Please describe your  
specific water needs: \_\_\_\_\_

Will you need an electrical  
hook-up?  Yes  No Please describe your  
specific electrical needs: \_\_\_\_\_

Will you be providing  
Porter / Janitorial Services?  Yes  No

Janitorial Co: \_\_\_\_\_ Phone #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Will you be providing security?  Yes  No

Security Co: \_\_\_\_\_ Phone #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

***Please be advised that if you are planning on serving food or alcohol you will be required to  
secure any necessary health permits through the Clark County Health Department.***

***Should the Landlord approve your event request this approval will be contingent upon the submission of the necessary  
permits. Event approval may be revoked if the permits are not secured within 48 hours of the event.***