

After Hours Access / Service Request Form HS-FR-19-04



This application must be submitted to Centre Management or email: Emporium.Operations@vicinity.com.au at a minimum of **48 hours/2 business working days** prior to access requirements.

VIP EVENT, please advise Emporium.Marketing@vicinity.com.au

FOR ANY WORKS BEING CONDUCTED BEFORE OR AFTER CENTRE OPENING HOURS, PLEASE FILL OUT THIS FORM. FOR EVENTS REQUIRING SECURITY ASSISTANCE, PLEASE COMPLETE A TENANT AND CONTRACTOR SECURITY FORM WHICH CAN BE OBTAINED FROM Emporium.Security@securecorp.com.au

CENTRE OPENING HOURS

Saturday to Wednesday – 08:00am to 7:30pm | Thursday to Friday – 08:00am to 9:30pm

Section A – To be completed by the applicant

Name: _____ Tenancy Name: _____
Company Name: _____ Tenancy Number: _____
Mobile: _____
Email Address: _____
Reason for Access: _____

Access Details

- All Contractors or Principal Contractor must report to security (8609 8220) prior to commencing works.
- Contractors impacting on the base building, property boundary, require roof access, create excessive noise or dust and working in Centre common areas must complete the Vicinity Online Induction through Rapid Global

Date of Entry: _____ Time of Entry: _____ am _____ pm
Date of Exit: _____ Time of Exit: _____ am _____ pm
Name & Mobile of Person Requiring Access: _____
Name & Mobile of Person Requiring Access: _____

Service Request – Specific Access Requirements

- By requesting any of these services, you are accepting all associated charges on behalf of the Retailer.

Mall Lighting – Centre mall lighting turns off one hour after trade to pre-post trading lighting.

Cost: \$15.00^{+GST} per hour

Date to turn ON: _____ Time ON: _____ am _____ pm
Date to turn OFF: _____ Time OFF: _____ am _____ pm

Air-Conditioning – Centre air-con turns off at end of trade.

Cost: \$25.00^{+GST} per hour

Date to turn ON: _____ Time ON: _____ am _____ pm
Date to turn OFF: _____ Time OFF: _____ am _____ pm

Smoke Detector Isolation – 48 hours/TWO business working days prior required for isolation request.

- Large penalties apply from FRV (Fire Rescue Vic) for any false alarms.

Cost: \$620^{+GST} per isolation arrangement

Isolation Date: _____ Isolation Time: _____ am _____ pm
Reinstatement Date: _____ Reinstatement Time: _____ am _____ pm

COMMENTS:

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Security – Please request a Tenant & Contractor Security Form for bookings. A minimum of FOUR (4) hours applies.

Start Date:	<input type="text"/>	Start Time:	<input type="text"/>	am	pm
Finish Date:	<input type="text"/>	Finish Time:	<input type="text"/>	am	pm
Number of Guards	<input type="text"/>	Store Key to be Collected	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Purpose of Guard/s	<input type="text"/>	Method of Key Collection	<input type="checkbox"/> Pick up	<input type="checkbox"/> Drop off	

Works Relate To: (tick appropriate box)

VIP / Store Event	<input type="checkbox"/>	Maintenance works / minor tenancy works	<input type="checkbox"/>
Stocktake / re-stocking	<input type="checkbox"/>	Centre Marketing (e.g. bump-in/bump-out)	<input type="checkbox"/>
Store visual merchandising	<input type="checkbox"/>	Casual Leasing	<input type="checkbox"/>
Staff meeting / training	<input type="checkbox"/>	Centre Management Works	<input type="checkbox"/>
Fitout / refit / deficit works	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Cleaning – A minimum of FOUR (4) hours applies.

▪ Services arrangements for tenant openings, shop front window clean, carpet steam clean and general tenancy/event clean.

Cost^{+GST}: MON-FRI (09:00 – 17:00) \$54.44 / (17:00- 09:00) \$61.53 | SAT \$78.10 | SUN \$101.78 | PUBLIC HOLIDAYS \$125.44

Start Date:	<input type="text"/>	Start Time:	<input type="text"/>	am	pm
Finish Date:	<input type="text"/>	Finish Time:	<input type="text"/>	am	pm
Number of Cleaners	<input type="text"/>	Purpose of Cleaning	<input type="text"/>		

Mall Tiles – All common area centre tiles are to be provided by Centre Management.

Cost per tile: 297 x 297mm = \$110.00^{+GST} | 597 x 297mm = \$116.00^{+GST} | 597 x 597mm = \$190.00^{+GST}

Required Date: Required Time:

Size and Amount:

Options (please circle): Floor Tiles Wall Tiles Bluestones

297x297mm: 597x297mm: 597x597mm:

Phone Patching – Please reach out to Paul from Westwoods

Telephone: 8892 4000 Mobile: 0421 113 051 Email: paul.w@westwoods.net.au

Section B – Centre Management Review and Approval

Vicinity Centres Representative Name:	<input type="text"/>	Date:	<input type="text"/>
Signature:	<input type="text"/>		