

This application must be submitted to Centre Management or email: [chadstone.reception@vicinity.com.au](mailto:chadstone.reception@vicinity.com.au) at **a minimum of 48 business hours/2 working days** prior to access requirements.

**TENANCY EVENT**, please advise [chadstone.marketing@vicinity.com.au](mailto:chadstone.marketing@vicinity.com.au)

**SERVICES REQUEST**, please advise [chadstone.operations@vicinity.com.au](mailto:chadstone.operations@vicinity.com.au)

#### CENTRE TRADING HOURS

Monday to Wednesday – 9:00am to 5:30pm | Thursday to Saturday – 9:00am to 9:00pm | Sunday – 10:00am to 7:00pm

#### Section A – To be completed by the applicant

|                    |  |                 |  |
|--------------------|--|-----------------|--|
| Tenancy Name       |  | Tenant Site No: |  |
| Company Name:      |  |                 |  |
| Contact Name:      |  | Mobile:         |  |
| Email Address:     |  |                 |  |
| Reason for Access: |  |                 |  |

#### Access Details

- All Contractors or Principal Contractor must report to security (9563 1751) 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: |  |                |    |    |
| Name & Mobile of Person Requiring Access: |  |                |    |    |

#### Service Request – Specific Access Requirements

(please advise [chadstone.operations@vicinity.com.au](mailto:chadstone.operations@vicinity.com.au))

- |                                                   |                                          |                                                  |
|---------------------------------------------------|------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Smoke Detector Isolation | <input type="checkbox"/> Airconditioning | <input type="checkbox"/> Security (Process Only) |
| <input type="checkbox"/> Cleaning                 | <input type="checkbox"/> Mall Tiling     |                                                  |

- By requesting any of these services, you are accepting all associated charges on behalf of the Retailer. Costs will be recharged to the Retailer's rental account.
- Rates not applicable for Casual Mall Leasing (CML) clients

#### Mall Lighting – Centre mall lighting turns off **2am** each evening to pre-post trading lighting.

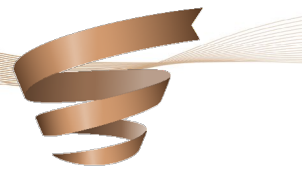
Cost: \$55.00<sup>+GST</sup> per hour

|                   |  |           |    |    |
|-------------------|--|-----------|----|----|
| 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: \$75<sup>+GST</sup> per hour

|                   |  |           |    |    |
|-------------------|--|-----------|----|----|
| Date to turn ON:  |  | Time ON:  | am | pm |
| Date to turn OFF: |  | Time OFF: | am | pm |


**Smoke Detector Isolation – Requests must be submitted at least 48 business hours (two working days) in advance.**

- Please ensure to specify the exact area requiring isolation when sending your request to [chadstone.operations@vicinity.com.au](mailto:chadstone.operations@vicinity.com.au) so the Operations Team can provide the corresponding map reference for confirmation.
- Significant penalties from Fire Rescue Victoria (FRV) may apply for any false alarms.

**Cost: \$380<sup>+GST</sup> per isolation arrangement**

|                     |                      |                     |                         |                         |
|---------------------|----------------------|---------------------|-------------------------|-------------------------|
| Isolation Date:     | <input type="text"/> | Isolation Time:     | <input type="text"/> am | <input type="text"/> pm |
| Reinstatement Date: | <input type="text"/> | Reinstatement Time: | <input type="text"/> am | <input type="text"/> pm |

**Security (Process Only) – Your request will be processed directly with our security supplier, SECURECorp.**
*Email: [operations@securecorp.com.au](mailto:operations@securecorp.com.au) | Call: 8527 8888*

Please download the Adhoc Tenant Request Form from: <https://www.chadstone.com.au/operations>, and send it directly to: [operations@securecorp.com.au](mailto:operations@securecorp.com.au)

- A minimum of 24 hours' notice is required.
- A 4-hour minimum callout applies.

For pricing, please refer to the details in the Adhoc Tenant form. Rates are reviewed and updated annually in line with the financial year.

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

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

**Cost<sup>+GST</sup>: MON-FRI (9am-6pm) \$56.14 / (6pm-9am) \$63.48 | SAT \$80.55 | SUN \$104.97 | PUBLIC HOLIDAYS \$129.41**

|                     |                      |              |                         |                                      |
|---------------------|----------------------|--------------|-------------------------|--------------------------------------|
| Start Date:         | <input type="text"/> | Start Date:  | <input type="text"/> am | <input type="text"/> pm              |
| Finish Date:        | <input type="text"/> | Finish Time: | <input type="text"/> am | <input type="text"/> pm              |
| Purpose of Cleaning | <input type="text"/> |              |                         | No. of Cleaners <input type="text"/> |

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

**Cost per tile:** -Comblanchien 300x300x15 = **\$31.00<sup>+GST</sup>** | Comblanchien 600x600x15 = **\$275.00<sup>+GST</sup>** | Buffon 400x400x15 = **\$43.00<sup>+GST</sup>** | 900mm band tile = **\$93.00<sup>+GST</sup>** | Blue Stone 800x400x20 or 400x400x40 = **\$30.00<sup>+GST</sup>**  
 All other tiles = **POA** (price on application)

|                    |                                                                        |                                                                        |                                                                   |
|--------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------|
| Required Date:     | <input type="text"/>                                                   | Required Time:                                                         | <input type="text"/>                                              |
| Size and Quantity: | <input type="checkbox"/> 300 x 300mm<br>Quantity: <input type="text"/> | <input type="checkbox"/> 600 x 600mm<br>Quantity: <input type="text"/> | <input type="checkbox"/> Other:<br>Quantity: <input type="text"/> |

**Section B – Centre Management Review and Approval**

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