

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

Submit complete form to: chadstone.reception@vicinity.com.au (excluding Service Requests)

a minimum of 48 business hours/2 working days prior to access requirements.

Weekends and public holidays are not counted as business days.

TENANCY EVENT, please advise chadstone.marketing@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		Tenancy 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
- ❖ **A MINIMUM OF 48 BUSINESS HOURS/2 WORKING DAYS PRIOR**

- *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	☐ Air-Conditioning	☐ Smoke Detector Isolation
☐ Security (Information Only)	☐ Cleaning	☐ Mall Tiling

Smoke Detector Isolation

- Requests must be submitted **MINIMUM 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 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^{+GST} per isolation arrangement

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

After Hours Access / Service Request Form HS-FR-19-04**Mall Lighting** – Centre mall lighting turns off 2am each evening to pre-post trading lighting.**Cost:** \$55.00^{+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:** \$75^{+GST} per hour

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

Cleaning – Minimum four (4) hour booking applies.

▪ Please contact Centre Management to obtain a quotation from the Centre's third-party cleaning contractor.

Start Date:		Start Time:	am	pm
Finish Date:		Finish Time:	am	pm
Purpose of Cleaning				No. of Cleaners

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

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

Required Date:		Required Time:	
Size and Quantity:	☐ 300 x 300mm Quantity:	☐ 600 x 600mm Quantity:	☐ Other: Quantity:

Security (Information Only)

For security service arrangements, please contact the Centre's security provider, SECUREcorp, directly.

Email: 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

- 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.

Section B – Centre Management Review and Approval

Vicinity Centres Representative Name:		Date:	
Signature:			