**AFTER HOURS TENANT ACCESS FORM**

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| **Store Details**  |
| Store Name:  |  |
| Contact Name:  |  |
| Position Title:  |  |
| Contact Number:  |  |
| **Event Details**  |
| Date of Event:  |  |
| Start Time:  |  |
| Finish Time:  |  |
| **Event Type\***  |
| V.I.P. Trade  | YES  | NO  |
| Additional Late Trade  | YES  | NO  |
| Staff Meeting / Staff Training  | YES  | NO  |
| Stocktake  | YES  | NO  |
| Other (i.e. Contractors)  |  |
| **Conditions**  |
| Tenants holding staff meetings, stocktakes, merchandising, night filling etc. must remain in store at all times and must call Security on (07) 5581 5121 prior to leaving their store to be escorted to the appropriate exit gates.  *\*If you wish to serve alcohol at your event a General Purpose Permit must be applied for at least 21 days prior to your event (applications available from* *Centre Management) and submitted to the Qld Government Liquor Licensing Division (for a fee). For further information, please contact Qld Liquor* *Licensing Division on (07) 3224 7024.* |

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| **Services Required**  |
| Lifts and Escalators Operating  | YES  | NO  |
| Air Conditioning  | YES  | NO  |
| Additional Security Required  | YES  | NO  |
| Cleaning Required*\* Compulsory if food and beverages are being served outside shop premises*  | YES  | NO  |
| **Tenant Acknowledgement**  |
| *Name: Signature: Date:*  |
| **Pacific Fair Centre Management Approval**  |
| *Name:*  |  | *Signature:*  |  | *Date:*  |  |

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| **Form Lodgement**  |
| Request for access must be lodged with Security Control a minimum of 48 hours prior to the event via: **Email: pacfairsecurity@assetlink.com.au Security Control Room:**  Submit to Security.  *Any request lodged after this time will not be processed and access will not be granted.*  |