

To request after-hours air-conditioning, please complete this form, have an authorized person sign it and submit it to our Office of the Building at least one business day/24-hours prior to date of request. Please note that there is an hourly charge of \$145.00 per hour for after-hours use of A/C and a four hour minimum. Standard A/C hours: Monday – Friday: 8:00 AM to 6:00 PM, Saturday 9:00 AM to 1:00 PM (by Request Only via this form).

|              |  |                  |  |
|--------------|--|------------------|--|
| Tenant Name: |  | Contact Phone #: |  |
| Suite No.:   |  | Date:            |  |

| ONE TIME REQUESTS |      |            |          |
|-------------------|------|------------|----------|
| Suite             | Date | Start Time | End Time |
|                   |      |            |          |
|                   |      |            |          |
|                   |      |            |          |
|                   |      |            |          |

| RECURRING REQUESTS |                     |            |          |
|--------------------|---------------------|------------|----------|
| Suite              | Day of Week/Date(s) | Start Time | End Time |
|                    |                     |            |          |
|                    |                     |            |          |
|                    |                     |            |          |
|                    |                     |            |          |
|                    |                     |            |          |

Your account will be billed in accordance with our standard practices for the requested services, including a 15% administrative fee on third party charges. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

|  |                          |  |
|--|--------------------------|--|
| <b>Tenant<br/>Authorized<br/>Person:</b> | Signature:               |  |
|  | Type/Print name & title: |  |

| BUILDING MANAGEMENT USE ONLY |    |        |
|------------------------------|----|--------|
| Amount due:                  | \$ | TLA #: |
| Signature:                   |    | Date:  |

*Please remember to inform us promptly if there are any changes*

If you have any questions, please contact the Office of the Building:  
Phone: 323-653-8383 Fax: 323-653-2967 Email: [8383wilshire@douglasemmett.com](mailto:8383wilshire@douglasemmett.com)  
8383 Wilshire Boulevard, Suite 340, Beverly Hills, CA 90211