



## TENANT SPECIAL EVENT QUESTIONNAIRE

Thank you for your interest in hosting an event at Promenade at Coconut Creek. The following is information necessary to better understand your request. We appreciate your interest!

Tenant Name:

Sponsor Organization Name (if not tenant):

Type of Organization: (Civic, Business, Philanthropic, etc.):

Proposed Name of Event:

Proposed Event Description:

Date(s) of Event:

Beginning Time:

End Time:

Time / Date Set-Up to Begin:

Time / Date Take-Down to be Complete:

Location of Event on Promenade at Coconut Creek Property:

Estimated Number of Sponsors/Guests/Visitors in Attendance:

Events this Organization has held in the Past:

Historic Details of the Event:

Special Needs Regarding this Event (electricity, security support, staging, stanchions, signage, etc.):

Please request any and all services needed (heating, ventilating and cooling services, lights, restrooms, catering, etc.):

Contact Persons and Contact Information (list in order of responsibility in cases of emergency, questions, security issues, etc.):

Are you prepared to provide a certificate of insurance meeting all event requirements? Examples include:

- General liability
- Excess/umbrella liability
- Automobile liability (required if automobile will be on property)
- Workers compensation



Provide a summary of activities planned for the event:

Will you be distributing items? If yes, please explain:

Will you be selling items? If yes, please explain:

Plans to promote your event (signage, digital, social media, print, direct mail, etc.):

Promenade at Coconut Creek will provide event support on [promenadeatcoconutcreek.com](http://promenadeatcoconutcreek.com) and can provide you with the shopping center logo for your use. All promotional materials must be reviewed and approved prior to production and distribution. Solicitation at Promenade at Coconut Creek is prohibited unless permission is specifically granted.

Additional details may be requested in order to properly evaluate your request. Please provide this additional information on a timely basis.

All tenants will be required to sign a Hold Harmless Agreement releasing Hill Partners, Inc. and Promenade at Coconut Creek from any liability for any damages, injuries, etc. caused by the event.

Applicant is responsible for complying with all necessary permits or required licenses and understands that Hill Partners, Inc. must grant approval before Applicant can plan or promote the proposed event. All paperwork must be fully executed at least 45 days prior to the date of the scheduled event.