



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

This application must be submitted to Centre Management in person or via email: chadstone.reception@vicinity.com.au for any works taking place outside of the Centre Trading Hours stipulated below.

This application must be received at a minimum of **48 hours prior/two (2) business working days** to access requirements.

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

Details

- VIP EVENT** – Please ensure you advise chadstone.marketing@vicinity.com.au if you are hosting an event and require outside of trading hours assistance.

Tenancy Name:		Today's Date:	Drop down for date
Company Name:		Tenancy Site No:	
Contact Name:		Phone/Mobile:	
Email Address:			
Reason for Access:			

Access Details

Date of Entry:	Drop down for date	Time of Entry:	<input type="checkbox"/> am <input type="checkbox"/> pm
Date of Exit:	Drop down for date	Time of Exit:	<input type="checkbox"/> am <input type="checkbox"/> pm

Name & Contact Numbers of Contractors / Employees Onsite

- All contractors must report to security (9563 1751) prior to commencing any works.
- Tenant Contractor undertaking minor works that do not impact on the base building, property boundary, require roof access, create excessive noise or dust are not required to be inducted.
- All other contractors must personally complete the Vicinity Online Induction

Name:		Mobile:	
Name:		Mobile:	
Name:		Mobile:	
Name:		Mobile:	
Name:		Mobile:	
Name:		Mobile:	

Service Request

- 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.
- Invoices cannot be issued directly to the contractor.
- Rates not applicable for Casual Mall Leasing (CML) clients. All CML clients should contact Security on 9563 1751.

AIR-CONDITIONING REQUEST – All Centre air-conditioning turns off one (1) hour after trade has concluded.

Cost: \$21.50^{+GST} per hour

Time to turn on:	<input type="checkbox"/> am <input type="checkbox"/> pm	Time to turn off:	<input type="checkbox"/> am <input type="checkbox"/> pm
Date to turn on:	Drop down for date	Area required:	

MALL LIGHTING REQUEST – All Centre mall lighting turns off one (1) hour after trade has concluded.

Cost: \$15.00^{+GST} per hour

Time to turn on:	<input type="checkbox"/> am <input type="checkbox"/> pm	Time to turn off:	<input type="checkbox"/> am <input type="checkbox"/> pm
Date to turn on:	Drop down for date	Area required:	



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

SMOKE DETECTOR ISOLATION REQUEST – We recommend smoke detectors are isolated for *dust or hot works*. Large penalties apply from the MFB for any false alarms.

NB: 48 hours prior/TWO (2) business working days are required for any isolation request

Cost: \$400^{+GST} per isolation

Date of isolation:	Drop down for date	Time of isolation:	<input type="checkbox"/> am <input type="checkbox"/> pm
Date of reinstatement:	Drop down for date	Time of reinstatement:	<input type="checkbox"/> am <input type="checkbox"/> pm

SECURITY REQUEST – Security is required if one or more of the Centre entrances or exits are required to remain open for a period of 15 minutes, also if you are having a VIP event which includes the service of alcohol.

NB: a minimum of FOUR (4) hours applies

Cost: Mon-Fri \$43.83^{+GST} | Sat \$52.27^{+GST} | Sun \$67.21^{+GST} | Public Holidays \$82.14^{+GST}

Start date:	Drop down for date	Start time:	<input type="checkbox"/> am <input type="checkbox"/> pm
Finish date:	Drop down for date	Finish time:	<input type="checkbox"/> am <input type="checkbox"/> pm
Number of guards:		Store key to be collected:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose of guard/s:		Method of key collection:	<input type="checkbox"/> Pick Up <input type="checkbox"/> Drop off

CLEANING REQUEST – Cleaning can be organised for shop front window cleaning, tenancy openings, general tenancy cleans and carpet steam cleaning.

NB: a minimum of FOUR (4) hours applies

Cost: Mon-Fri \$45.35^{+GST} | Sat \$56.69^{+GST} | Sun \$72.88^{+GST} | Public Holidays \$89.08^{+GST}

Start date:	Drop down for date	Start time:	<input type="checkbox"/> am <input type="checkbox"/> pm
Finish date:	Drop down for date	Finish time:	<input type="checkbox"/> am <input type="checkbox"/> pm
Number of cleaners:		Purpose of cleaner:	

MALL TILE REQUEST – All common area centre tiles are to be provided by Centre Management.

Per tile size cost: 300 x 300 = \$31.00^{+GST} | 600 x 600 = \$78.00^{+GST} | all other tiles = POA (Price On Application)

Date required:	Drop down for date	Amount required:	
----------------	--------------------	------------------	--

PHONE PATCHING REQUEST – Works conducted during working week, Monday to Friday

Cost: Faults - \$92^{+GST} call out, \$120^{+GST} p/h | Relocation - \$460^{+GST} | New Store/NBN - \$362^{+GST} 1-2 lines, \$85^{+GST} additional line

Retail: <input type="checkbox"/>	Date line tagged at MDF by service provider:		
Commercial: <input type="checkbox"/>			
Relocation store/site number:	Date lines required in the tenancy:		
Old No:	New No:		
Phone Line/ID No:	Cable assignment details (if applicable)	Phone Line/ID No:	Cable assignment details (if applicable)

Section B – Centre Management Review and Approval

Vicinity Centre Representative Name: _____

Signature: _____

Date: / / 20