

## Corporate Event Approval

We hereby give notice of the following planned corporate event:

Date			
Time (Duration)			
Building Address			
Company name			
Event Contact person			
Event Contact number			
Will there be external guests?	YES	If YES, how many	
	NO		
Will there be catering?	YES	Will there be music or announcements?	YES
	NO		NO

Please include a brief description of the agenda of the event.

By applying for this approval, we acknowledge that the function will be held in a commercial office park and endeavour to limit all possible noise disruptions to surrounding companies.

We further acknowledge that Park Management has the right to intervene should complaints be received.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Park Manager Approval

\_\_\_\_\_  
Date