



## 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](mailto: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](mailto:chadstone.marketing@vicinity.com.au) if you are hosting an event and require outside of trading hours assistance.

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

##### Access Details

Date of Entry:	Time of Entry:	am   pm
Date of Exit:	Time of Exit:	am   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:

- 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<sup>+GST</sup> per hour

Time to turn on:

am | pm

Time to turn off:

am | pm



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Date to turn on:

Area required:

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

Cost: \$15.00<sup>+GST</sup> per hour

am | pm

Time to turn on:

Time to turn off:

am | pm

Date to turn on:

Area required:



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**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<sup>+GST</sup> per isolation

Date of isolation: \_\_\_\_\_ Time of isolation: \_\_\_\_\_ am | pm

Date of reinstatement: \_\_\_\_\_ Time of reinstatement: \_\_\_\_\_ am | pm

**SECURITY REQUEST** – Your request will be processed directly with SecureCORP

Start date: \_\_\_\_\_ Start time: \_\_\_\_\_ am | pm

Finish date: \_\_\_\_\_ Finish time: \_\_\_\_\_ am | pm

Number of guards: \_\_\_\_\_ Store key to be collected:  Yes  No

Purpose of guard/s: \_\_\_\_\_ Method of key collection:  Pick Up  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<sup>+GST</sup> | Sat \$56.69<sup>+GST</sup> | Sun \$72.88<sup>+GST</sup> | Public Holidays \$89.08<sup>+GST</sup>

Start date: \_\_\_\_\_ Start time: \_\_\_\_\_ am | pm

Finish date: \_\_\_\_\_ Finish time: \_\_\_\_\_ am | 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<sup>+GST</sup> | 600 x 600 = \$78.00<sup>+GST</sup> | all other tiles = POA (Price On Application)

Date required: \_\_\_\_\_ Amount required: \_\_\_\_\_

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

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

Retail:  Date line tagged at MDF by service provider: \_\_\_\_\_

Commercial:   
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