

4601 OWNERS CORP.
4601 Henry Hudson Parkway
Bronx, NY 10471

APPENDIX G - Event Request

All Event Requests must be submitted 14 days in advance of event date

UNIT INFO

DATE: _____

NAME: _____

UNIT: _____

EVENT REQUEST

Event Description:

Date & Time Requested: _____

Headcount: _____

Area of Use: _____

Third Party Vendors: _____

FOR MANAGEMENT TO FILL OUT

Event Approved: YES NO

Date Approved: _____