



One Boston Place, Suite 2820
Boston, MA 02108

T 617 570 6400
F 617 570 6464

www.cbre-ne.com

AFTER-HOURS ACCESS REQUEST

Company / Contractor: _____

Telephone #: _____ After-hours Telephone #: _____

Job Description:

Please allow the individuals listed below to enter One Boston Place after normal business hours in order to perform work in our leased premises. These individuals will be required to show photo identification to Building Security and sign in/out in order to be admitted. We, the tenant, accept full responsibility of contractor(s) actions while within our space and hold Building Management and Building Security harmless of any liability.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Date of Access: _____ Anticipated Time of Access: _____ to _____

Freight requests are subject to availability. The current rate for the elevator is \$30/hour, with a 4-hour minimum. Cancellations need to be made at least 48 hours in advance:

- _____ **There is no request for freight elevator use at this time.**
- _____ **Freight elevator use is requested during the entire time listed above.**
- _____ **Freight elevator use is requested for the following times only:**

Name:

Authorized Signature:

Business Telephone #: _____ After-hours Telephone #: _____

**PLEASE NOTE: MANAGEMENT REQUIRES A MINIMUM OF TWO (2) DAYS NOTICE.
ANY INDIVIDUAL NOT LISTED ON THIS FORM WILL NOT BE GRANTED ACCESS.**

**CB RICHARD ELLIS/NEW ENGLAND * ONE BOSTON PLACE * BOSTON, MA 02108
PHONE (617) 570 6400 * FAX (617) 570 6464**