

Stage 1: Application (to be completed by Event Organizer / Consultant / Contractor)						
Event Name				Event Location		
Event Management Company						
Consultant / Contractor Company				No. of Staff		
Event Duration (Date & Time)	From		To			
Event Setup Validity (Date & Time)	From		To			
Event Dismantle Validity (Date & Time)	From		To			
Description of the Event & the works to be carried out during setup/dismantle						
Undertaking by the Consultant / Contractor				YES	NO	N/A
1. Permits, NOCs & approved drawings from relevant local authorities are obtained & in possession with us						
2. We will adhere to the requirements of Event Guidelines for various kinds of facilities provided at the event						
3. We will provide necessary precautionary & protection measures for all the finishes and liable for any damages						
4. We will comply the permit needs for HSE specific tasks during set up and F&B / Alcohol facilities during event						
5. Subcontractors list with copies of valid trade license are attached & we will be held responsible for their works						
Name		Contact No.		Signature & Stamp		

**IMPORTANT NOTES:**

- This Permit has been issued on the request of the Applicant and does not relieve the Event Organizer, Consultant or the Contractor appointed by them from any legal and/or contractual obligations. This permit is deemed to be cancelled in case of any violations.
- In addition to this access permit, necessary HSE Permit to be secured for specific tasks such as Confined Space Entry, Work at Height, Hot Work, Spray Painting, Film Shooting, Excavation Works, Handling of Chemicals etc.
- The event organizer is fully liable for any penalties, rectification / cost implication of any damages and interruptions caused due to any violations by the contractor and their subcontractors. The works can be resumed only after necessary corrective actions.
- Any works on existing building services such as power connections, must be carried out through the FM Service Provider only.
- Any noisy activities such as drilling are permitted only after working hours and the event organizer to coordinate with the security.

Stage 2: Permit Endorsement (by d3 Place Management & Facilities Management)					
Venue Manager		Facilities Manager		Utilities Payment by Organizer? (Y/N)	

Stage 3: Access Confirmation & Endorsement (by Building Security & FM Service Provider)					
Precautionary / protection measures & Materials / Equipment on site from time to time will be verified & reported to the concerned					
Building Security		FM Service Provider		Protection Measures? (Y/N)	

Stage 4: Event Closure / Reinstatement (evaluated & approved by d3 Facilities Management)					
Name		Signature & Date		Reinstatement Required? (Y/N)	