



GREENMIST
PROPERTY MANAGEMENT CORP.

AMENITY RESERVATION CHECKLIST	
Venue	
Date of Event	
Time of Event	
Ingress (must be 2 hours before the event)	
Egress	
Event Host (Unit Owner)	
Tower & Unit Number	
Event Organizer	
Rental of Equipment	
REQUIREMENTS	
1. Amenity Reservation & Agreement Form	
2. Reservation Fee	
3. Full Payment	
4. Payment for Additional Hours/Ingress	
5. Payment for Equipment Rental	
6. Security Bond	
7. Gate Pass	
8. Work Permit (must be signed by P.M.O. upon completion of the requirements)	
9. Guest List	
10. Endorsement Letter	
11. Inspection Form	