

HOLYOKE MALL AT INGLESIDE TEMPORARY LIGHTING CHANGE REQUEST FORM

THIS FORM MUST BE COMPLETED IN FULL IN ORDER TO HAVE THE CHANGE MADE

Tenant: _____

Today's Date: _____ Store Phone #: _____

*All lighting requests **MUST** be received at the Mall Office 24 hours in advance of the date of change. Lighting requests for Saturday, Sunday or Monday must be submitted **NO LATER THAN 3 p.m. ON FRIDAY** in order to process the request. Request must be completed in full.*

Reason For Change Request:

- Inventory Merchandising Maintenance/Cleaning Special Sale Other _____

Please Extend Store Lighting As Follows:

	<u>DATE</u>	<u>Requested Times (Please Circle a.m. or p.m.)</u> <u>ON</u>	<u>OFF</u>	<u>Leave Lights On</u> <u>On Overnight</u>
MONDAY	_____	_____ a.m. or p.m.	To _____ a.m. or p.m.	or <input type="checkbox"/>
TUESDAY	_____	_____ a.m. or p.m.	To _____ a.m. or p.m.	or <input type="checkbox"/>
WEDNESDAY	_____	_____ a.m. or p.m.	To _____ a.m. or p.m.	or <input type="checkbox"/>
THURSDAY	_____	_____ a.m. or p.m.	To _____ a.m. or p.m.	or <input type="checkbox"/>
FRIDAY	_____	_____ a.m. or p.m.	To _____ a.m. or p.m.	or <input type="checkbox"/>
SATURDAY	_____	_____ a.m. or p.m.	To _____ a.m. or p.m.	or <input type="checkbox"/>
SUNDAY	_____	_____ a.m. or p.m.	To _____ a.m. or p.m.	or <input type="checkbox"/>

EXAMPLE 1

To keep the lights on Monday night until 3:00 a.m. Tuesday morning, do the following:

	<u>DATE</u>	<u>Requested Times (Please Circle a.m. or p.m.)</u> <u>ON</u>	<u>OFF</u>	<u>Leave Lights On</u> <u>On Overnight</u>
MONDAY	<u>11/26/18</u>	<u>Normal</u> a.m. or p.m.	To <u>3:00</u> <u>a.m.</u> or p.m.	or <input type="checkbox"/>

EXAMPLE 2

To keep the lights on overnight until normal store opening the next day, do the following:

	<u>DATE</u>	<u>Requested Times (Please Circle a.m. or p.m.)</u> <u>ON</u>	<u>OFF</u>	<u>Leave Lights On</u> <u>On Overnight</u>
MONDAY	_____	_____ a.m. or p.m.	To _____ a.m. or p.m.	or <input checked="" type="checkbox"/>

MALL USE ONLY:

DATE RECEIVED: _____

DATE INPUT: _____

TIME RECEIVED: _____

TIME INPUT: _____

RECEIVED BY: _____

INPUT BY: _____