

THE BURBANK STUDIOS
Offices Sound Stages Production

Exhibit A

Special Request Application Form

Please complete the following form for all event requests. Forms should be emailed to the Management Office, TheBurbankStudios@Worthe.com as soon as possible and no less than forty-eight (48) hours prior to the event date to allow for proper review, coordination and approval. Management staff can also be reached Monday through Friday, 8:30 a.m. to 5:30 p.m., at (818) 840-3000 or via the Electronic Tenant Handbook (ETH) system. **Upon receipt of completed form a representative from the Management Office will follow up with Production Contact to schedule an in person walk-through.**

Tenant Name / Location of Event:		Updated:
Event Name:		
Contact Name, #, Email:		
Intended Use:		
Event Timeframe:		
Set Up Date/Time:		
Strike Date/Time:		
Catering /Alcohol:		
Furniture:		
Parking Required:		

Brief description of event and/or request:

Please attach any pictures, plans or diagrams that may assist with consideration. Thank you.

Rates:

Security: \$35/hr. Reg. Time, \$52.50/hr. Over Time, \$70/hr. Double Time, 4 hr. min.

Janitorial:

\$45/hr. Reg. Time, \$67.50/hr. Over Time, \$90/hr. Double Time, 4 hr. min.
 \$170 Stage Detail Cleaning
 \$400/Pre-Event Detail Cleaning (includes Stage Mopping)
 \$500/Post-Event Detail Cleaning (includes Stage Mopping, Glassware & Refrigerator Cleaning)

Engineering:

Engineer Assistance: \$100/hr. Regular Time, \$150.00/hr. Over Time; Assist. Chief Engineer: \$115/hr. Regular Time, \$175/hr. Over Time

Event Parking Fee / Day:

Reserved Parking: \$50/reserved stall based on availability (Lots: D, E, A or Midway)
Tandem Stall: \$100/stall/day
Bus / Limo Stall (Dimensions: 63'x 9'): \$150/day/reserved stall
Crew/Group Visitor Parking: \$10/car/day
Triangle (36 stalls & drive lanes): \$1,500.00/day
Food Truck: \$100/truck (includes Dessert/Beverage Trucks)

Room/Flex Space Rental:

\$0.50/sf/day

Café for Dining Purposes:

Executive Dining Rm \$150/hr. or \$700/day, Main Dining Area \$300/1st three hours or \$900/day

Wireless Connectivity:

Pricing Based on Requirement (location/connection)

Forklift Rental:

\$15/hr., plus Engineer's time (min. 1 hr.)

Golf Cart Rental:

\$50/hr. (4-seater), \$75/hr. (6-seater), includes security officer as driver

Overtime HVAC:

\$75/hr.

I have read and understand the Event Rules, Regulations and Policies and agree to abide by all regulations imposed by the Property Management Office prior to, during and after the event.

Applicant Name, Title (Print)

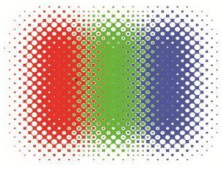
Signature

Date

Landlord Representative

Signature

Date



THE BURBANK STUDIOS
Offices Sound Stages Production

Janitorial:

Prior Event

☐	<u>Day</u>	<u>Start Time</u>
☐	Detail Cleaning	
☐	Special Cleaning Request	
☐	Laundry Load	
	Special Instructions	

During Event

☐	<u>Day</u>	<u>Start Time</u>
☐	Cleaning Through-Out (2)	
☐	M/W's RR Attendees (2)	
	Special Instructions	

Post Event

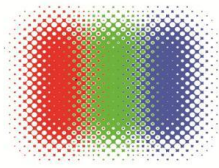
☐	<u>Day</u>	<u>Start Time</u>
☐	Detail Cleaning	
☐	Special Cleaning Request	
☐	Laundry Load	
	Special Instructions	

Additional Janitorial Needs

Special Instructions

<u>Day</u>	<u>Time Frame</u>

Fee:	Additional Expenses:	Total:



THE BURBANK STUDIOS
Offices Sound Stages Production

Engineering:

☐

Engineer Assist.

Day

Time Frame

Fire Watch:

Start Date

Start Time

End Date

End Time

Special Requests

Property Management Office use only.

Fee:

Additional Expenses:

Over Standard HVAC:

Date & Time Frame

Special Requests

Fee:

Additional Expenses:

Total:

Satellite Truck / Generator Connectivity:

Date & Time Frame(s)

Location

Parking Stall Numbers

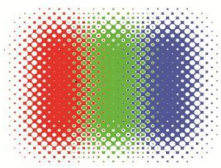
Actual Set Time:

Actual Strike Time:

Fee:

Additional Expenses:

Total:



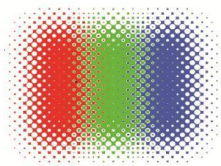
THE BURBANK STUDIOS
Offices Sound Stages Production

Additional Space Rental:

Date (FRI, 11/22)	Time Frame	Building, Rm #, Area (Set Storage Section E)	Purpose (Crew Feed, Work Space, etc.)	Wifi (5. 10mb, etc.)	Cost (Management Use)
				Total	

Parking:

Date (FRI, 11/22)	Time Frame	Parking Location (Midway, D Lot, etc.)	Parking Use (Standard, Truck, Bus, Valet, etc.)	List Stall #(s)	Cost (Management Use)
			Total		



THE BURBANK STUDIOS
Offices Sound Stages Production

Security:

Date & Time Frame _____

No. of officers needed _____

Scope of Work _____

Date & Time Frame _____

No. of officers needed _____

Scope of Work _____

Date & Time Frame _____

No. of officers needed _____

Scope of Work _____

Property Management Office use only.

Actual Set Time:

Actual Strike Time:

Fee:

Additional Expenses:

Total:

Misc.: Please attach all available renderings, script, etc.



Cost

Total



This detailed site plan illustrates the Warner Bros. Entertainment Center. The plan includes several key buildings: 'THE ALAMEDA BUILDING' (37 SPACES), 'THE OLIVE BUILDING', 'THE CALIFORNIA BUILDING', 'THE MAGNOLIA BUILDING', 'STAGE 1', 'STAGE 2', 'STAGE 2 & 4 COMPLEX', 'STAGE 4', 'THE FAIRWAY BUILDING', 'THE HOPE BUILDING', 'THE SHOP', 'STAGE 9', 'STAGE 10 & 11 COMPLEX', and 'STAGE 11'. It also shows 'EXISTING BUILDING PHASE 1', 'NEW OFFICE BUILDING PHASE 2', and 'NEW OFFICE BUILDING PHASE 3'. The plan features multiple parking lots labeled 'D LOT', 'E LOT', and 'F LOT'. Streets shown include 'W. OLIVE AVENUE', 'CALIFORNIA STREET', 'RIVERBIDE DR', 'VENTURA FREEWAY', and 'WARNER BOULEVARD'. Other labels include 'MIDWAY', 'ROOF', 'LOBBY ENTRANCE', 'SERVICE ROAD', 'FIRE LANE', 'MECHANICAL', 'SERVICE ROAD', 'FIRE LANE', 'BOB HOPE DRIVE', and 'PROPERTY LINE'.