

DELIVERY PROCEDURES
6464 and 6565 SUNSET BLVD., HOLLYWOOD, CA 90028

NOTE: ALL DELIVERIES MUST BE SCHEDULED AND COORDINATED WITH THE OFFICE OF THE BUILDING AT LEAST 24-HOUR IN WHICH DELIVERY WILL OCCUR.

The following regulations must be strictly adhered to in order for the Deliveries to commence and continue without interruption.

1. **Delivery Request:** Written notification must be provided to the Office of the Building within 24-hours of delivery via our online Tenant Service Request (TSR) form at <http://www.hollywoodoffices.com/tsr.html>
2. **Permission for Delivery:** All scheduled deliveries must be in writing and submitted in advance to the Office of the Building, with the day and time of the delivery. (No access will be allowed if not properly provided).
3. **Parking Garage Height Clearance:** 6'-8" not past the front section off the Schrader parking entrance.
4. **Loading/Unloading Zone:** In front of parking garage off Schrader for 6565 and side of building off Wilcox for 6464.
5. **Hand Trucks:** Air inflated rubber tires only will be permitted.
6. **Building Elevator Delivery Black-Out Times:** Monday-Friday: 8:30 am to 9: 30 am, 11:30 am to 1:30 pm, and 5:00 pm to 6:00 pm
7. **Certificate of Insurance:** A pre-approved Certificate of Insurance or evidence of coverage will be required if entering the building at any time.

"Paramount Contractors & Developers, Inc." **and** "Sunset Boulevard Properties, L.P." must be named as "additional insured" in order for coverage to be valid.
8. **Worker's Compensation Insurance:** Proof of Worker's Comp Insurance evidencing coverage.